



Pennies for Poverty: 2 Cents 4 Change, Inc. GRANT APPLICATION

The 2 Cents 4 Change's mission is to raise funds for new initiatives that raise people out of poverty by soliciting 2 cents per day from all the residents of Newburyport. One hundred percent of the money raised will be available as grants to local service agencies or individuals for new initiatives or to fund existing programs under certain circumstances. Two forms of grants will be given out: annual grants (for larger projects which are new initiatives) and urgent needs grants for specific items that are a current need. Grants are only given to organizations or individuals who serve the poor in Newburyport and are not given for administrative or overhead expenses.

To be considered for a Grant, the following requirements must be met:

- ⇒ Must be an organization or individual whose purpose is helping the poor in Newburyport.
- ⇒ Do not have to be a nonprofit.
- ⇒ The proposal must be either a new initiative that lifts people out of poverty; a necessary but inadequately funded initiative; or because of a crisis situation, added funds are needed for an existing program.
- ⇒ The grant application must have a detailed summary of the proposed program; explanation of why this initiative is important; and if funds are being requested for a current program, an explanation of why added funds are necessary; an estimate of how many people will benefit from this initiative; costs entailed - specifically how much if any money will be spent on non-direct aide(i.e. administrative costs); and a means of reporting and measuring success. Please review Narrative.
- ⇒ The grant applications will be weighted towards new initiatives; initiatives that spend as close to 100% of funds on direct service/aide; and the impact of the initiative to help people get out of poverty or to give children a leg up.
- ⇒ No grants will be given out for the following: salaries & general operating costs.
- ⇒ Deadlines: none
- ⇒ Grant decisions will be announced within 30 days of receipt of grant application.
- ⇒ We request a 3,6 and 12 month progress report be provided to the 2 Cents for Change Committee.

2 CENT GRANT APPLICATION

Legal Name of Organization:

Address:

Phone Number:

Contact Name and Title:

Are you a 501C: Yes No If yes, Non Profit Tax ID Number:

General statement about your organization:

Proposed Initiative: Is this is a new program? Yes No

Why is this initiative important?

Target Population:

of people you hope to reach:

Start date of initiative:

End Date of Initiative:

How will you report and measure the success of the program?

Detailed Cost of Initiative:

Are you requesting funds from other sources to fund this initiative?

Yes No

Period of time in which funds will be spent: from _____ to

Grant Request Amount:

Date Signature of Board Chair, indicating approval

Date Signature of Executive Director

Mail Application to: Pennies for Poverty: 2 Cents 4 Change
282 High Street, Newburyport, MA 01950

Narrative: Limit to five (5) pages. Use these headings, subheadings and numbers. If a question does not apply to your organization, please indicate that with “N.A.”

General Statement (no more than one page)

- Brief summary of organization's history, mission and goals
- Description of current programs and accomplishments
- Population the agency benefits: socio-economic status; language; age; physical abilities and/or other descriptions, as appropriate; and how your organization involves them in its planning process

Proposed Initiative (no more than two pages)

- Statement of community needs/issues to be addressed; description of target population to benefit
- Description of project goals for which funds are being requested
- Project description, including objectives, activities, timeframe, number served and frequency
- Description of how the people expected to benefit from this project have been or will be involved in its development and implementation
- Description of how you plan to evaluate the success of the project, including outcomes and results
- List of key individuals involved in the project; brief summaries of their qualifications (no resumes, please)
- Long-term strategies for funding this project beyond the grant period

Budget/Financial Information

- Budget for this grant request showing income and expenses
- Listing of the funding sources for this request (foundations, corporations, others) solicited for this request for current year, and, if this is not a new project, for previous years (indicate the amounts requested and status of your proposal with each one)

Other supporting materials

- Board membership list with names and affiliations
- Copy of IRS determination letter and/or explanation of your tax-exempt status
- Letters of agreement, if this is a collaborative proposal (not letters of support)

PROPOSAL CHECKLIST

- Cover letter.
- Cover sheet.
- Proposal narrative.
- Project budget (if not general operating grant).
- List of additional funders.
- List of board members and their affiliations.
- IRS determination letter.
- Letter of Agreement, if this is a collaborative proposal.