

Community Matching-Fund Grant Request Policy

The Ellsworth Chamber Community Matching-Fund Grants Program is intended to support not-for-profit organizations and efforts that help enhance the quality of life in our community. The goal of this program is to support groups in our community in planning *activities* and enhancing the community through *tactical urbanism* projects. The following outlines the Community Matching-Fund Grants Program Grant Request Policy.

The Chamber Board of Directors will determine the amount of funds available on an annual basis. The Board will establish a Community Grants Selection Committee, which will consider and respond to all requests from the community for funds.

Requests for grants must include all information listed below to be considered; incomplete applications will be returned with a request to complete and return the application by the deadline. Information includes:

- Fully completed Grant Application form
- Funding Request: A complete description of the request, including the amount requested, the purpose for which the funds will be used, the anticipated outcomes should the grant request be filled, and how filling the grant request will or is likely to benefit the Ellsworth community
- Tax determination letter from IRS, or any other evidence of tax exempt status, such as fiscal agent agreement
- Governing body member list, with community based addresses, phone numbers and emails
- Contact person for follow-up inquiries
- Other background information, as needed

The grants must be submitted in the format prescribed in the application. The following criteria will be used in awarding grants:

- Funds must be used to provide a direct benefit to Ellsworth in one of two ways.
 - Activities Project – Shifting from special events to **activities** has been proven to provide a far better return on investment for downtown retailers, restaurants, and other local businesses. This sub-category is meant to help fund a long-term (multiple weeks to multiple months) activity in our community (i.e. splash pad, music instruments, giant outdoor Scrabble, etc.).
 - Tactical Urbanism Project - A type of low-cost, temporary change to the built environment intended to improve local neighborhoods and city gathering places (i.e. pedestrian plazas, parklets, pop-up bike lanes, etc.).
- Nonprofit organization, not necessarily formally incorporated if for general community benefit purposes.
- Organization does not discriminate on the basis of age, race, color, religion, sexual orientation, disabled veteran status, marital status or national origin.
- Income tax exempt, or fiscal agency relationship with tax exempt
- Established history and credibility of organization or group
- Within Chamber's annual budget
- Within Chamber's annual grant making priorities

The following organizations or activities are ineligible to receive funding from the Ellsworth Chamber Community Grant Program:

- Individuals
- Political organizations that promote candidates, issues, causes, or campaigns.
- Organizations whose primary purpose is to influence legislation.
- Organizations that are considered “for profit.”
- Religious organizations, except for programs designed to serve the community as a whole without regard to religious affiliation.

Applicants agree that the funds that may be awarded as a result of this application may only be used for the purposes indicated.

- If the applicant finds that the funds cannot be used for those purposes for any reason, the applicant is required to return them to the Ellsworth Chamber; unless they request and receive prior approval from the Grants Committee for an alternative use that meets the Community Grant program criteria.
- Grants Committee will inform the board of their decision.

All recipients will be asked to provide two reports.

Formal Report: A formal report in MS Word or PDF nine months following the receipt of funding. Specific items to include:

- Report how the money was used
- Describe the outcomes of the project
- Submit digital photographs for inclusion on Chamber website or other materials

30 Second Cell Phone Video Report: A casual* and fun thirty second (max) cell-phone video “report”.

- This should be taken at a peak activity period during the grant. For example quick footage of an event the grant may have funded, a purchase made possible by the grant, a work in progress, finished product, etc.
- Please quickly describe:
 - Which group you represent and your mission
 - What grant you received from the Ellsworth Chamber Community Grants Program
 - How the footage you are sharing relates to the grant

*NOTE: This is meant to be casual and low stress - just a quick visual peek at your grant to inform community members of the great work Ellsworth’s nonprofits are doing.

Grant Application Cover Sheet

ORGANIZATION INFORMATION	
Organization Name:	
Address:	
Phone:	
Is your organization a 501(c)(3)? <input type="radio"/> Yes <input type="radio"/> No	Tax/Employer ID Number (EIN):
Name of organization's top official and title:	
Top official's contact telephone:	
Top official's contact email:	
Name of key contact for this proposal:	
Key contact's telephone:	
Key contact's email:	
PROPOSAL INFORMATION	
Please give a 2-3 sentence summary of request:	
Population served:	Geographic area served:
Funds are being requested for (check one): <input type="radio"/> Tactical Urbanism Project <input type="radio"/> Activities Project	
Project dates (if applicable):	
BUDGET INFORMATION	
Dollar amount requested:	Total project budget:
Matching funds provided by the following organization(s):	
Matching funds amount:	

By signing this application this affirms that our organization does not discriminate on the basis of age, race, color, religion, sexual orientation, disability, marital status or national origin in any of its activities or operations.

Authorized Representative Name:

Signature: _____ Date: _____