



# *Chelsea Community Fund*

## GRANT PROPOSAL and FUNDING GUIDELINES 2017

The Chelsea Community Fund was established in December 1999 as the result of a community fundraising campaign that raised more than \$750,000 in contributions and pledges from approximately 100 businesses, charitable foundations, the City of Chelsea and individuals. This amount was matched by a \$750,000 “challenge grant” from the Clipper Ship Foundation, resulting in an endowment of \$1.5 million. The Community Fund is housed at The Boston Foundation as an “advised fund” and as such The Boston Foundation provides investment and management services. The Chelsea Community Fund Committee, a nine-member committee of community and donor representatives, reviews funding proposals and recommends grants to The Boston Foundation.

The purpose of the Chelsea Community Fund is to make grants that contribute to realizing the vision of Chelsea as a community, which is:

- Knowledgeable about its own needs
- Willing to mobilize its resources to respond to community members in need
- Working to strengthen its capacity to respond to needs
- Able to mobilize its resources by organizing and advocating for services
- Able to successfully attract external resources, and
- Able to successfully integrate external resources into its local problem solving efforts

Under this vision, which has guided the implementation of the Chelsea Collaborative’s Five-Year Human Services Plan, there is a shared sense of commitment, responsibility and recognition of mutual benefit among both the community at large and the service providing institutions and organizations.

The Fund principally makes grants to charitable, educational and other tax-exempt organizations which serve Chelsea residents, with a preference for Chelsea-based organizations.

The Fund primarily makes grants for special projects and programs, and occasionally for general operations.

The Fund requires program and financial reports from all grantees, and encourages visits to grantees by members of the Community Fund Committee.

The Fund operates in alliance with the Chelsea Collaborative, Inc. Under this alliance the Collaborative provides services that include community problem solving, community planning and priority setting, technical assistance to grantees, training and leadership development. The Collaborative also provides assistance with analysis of grant requests.

*Chelsea Community Fund*  
*FUNDING PRIORITIES for 2017*

The Chelsea Community Fund's priorities for funding in the 2017 are proposals that identify a community problem and a strategy for addressing it consistent with the Community Fund's "Vision of Chelsea."

Eligibility: Community agencies and organizations that are recognized as tax-exempt under section 501©(3) of the Internal Revenue Code, and new or informal groups with a qualified, tax-exempt fiscal sponsor, are eligible to apply for grants.

Generally grants are not awarded to individuals. While the Committee gives preference to proposals for special projects, specific capital expenditures and/or general operating expenses will be considered for grants on the basis of merit.

Criteria: For the 2017 grant making cycle the Community Fund will make grants of up to \$5000 that will contribute significantly to reaching a project's objectives and otherwise playing a key role in solving a community problem or providing a needed service to Chelsea people. The Fund looks for proposals that

- Address the purposes of the Fund as outlined in its Vision of Chelsea
- Present clear plans that explain what will be accomplished with the grant funds requested and how results of the project will be evaluated
- Present a clear explanation of how the grant amount will be appropriate for the overall size and scope of the proposed project.
- Demonstrate that the project proposed for funding will continue to have an impact on the problem or need for services addressed after the grant period.

Process and Timetable: Proposals for the 2017 grant making cycle must be received by the in electronic form by **5:00 pm Tuesday, January 10, 2017** or delivered to the Community Fund office by 5:00 pm on that day. A member of the Community Fund Committee, or a staff member, may contact applicants for additional information or to arrange a site visit or meeting. They also may contact other funders, community leaders or local agencies to learn more about the work of the applicant and to discuss the proposed project. The Community Fund Committee will review all proposals and select projects to recommend for funding by the end of January of 2017.

Applicants may request assistance from the Chelsea Collaborative in implementing their project, strengthening their organization and/or applying for funding from other sources. Applicants may participate in grantwriting workshops and other training programs that the Collaborative provides periodically. The Collaborative does not provide assistance to organizations in preparing proposals specifically to the Community Fund. However Collaborative staff will answer questions about the Community Fund proposal review process.



# Chelsea Community Fund

## SMALL GRANTS APPLICATION 2017

(Requests of Up to \$5000)

Organization Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person  
For this Proposal: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Email \_\_\_\_\_

Fiscal Agent:  
(If applicable) \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Total Project Budget \$ \_\_\_\_\_ Total Organizational Budget \$ \_\_\_\_\_

*Please attach the following materials:*

1. Copy of your IRS Letter of Determination indicating that your organization is tax-exempt under Section 501©(3) of the Internal Revenue Code; or if you are applying under a fiscal agent, your fiscal agent's IRS determination letter and a letter from your fiscal agent stating its agreement to act in that capacity.
2. Financial information:
  1. Your current organization budget, listing both income and expenses
  2. A program/project budget for this proposal
  3. The most recent year's financial statements
3. A list of the members of your board of directors, indicating name, length of service, affiliation and officer designation.
4. A report on programs previously funded by the Community Fund (if not already submitted) including, if possible, pictures, newspaper clippings or other informative information about the program. This need not be a long report. One page is fine along with any supporting material.

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**FUNDING PRIORITIES for 2017**

Please respond to the following questions using no more than one typed page for questions 1, 2, 4 and 5; and no more than two pages for question 3.

1. Describe your organization's mission, activities, and population served.
2. Describe the program or project for which you seek support. (no more than one page)
3. What is the community problem you will address, or service you will provide, with support from the Chelsea Community Fund? (no more than one page)
4. How does your proposed program address the Community Fund's criteria, including its Vision of Chelsea? (no more than two pages)
5. How would you use a grant from the Community Fund? Include a breakdown of how you would spend your grant. (no more than one page)
6. What are the potential outcomes of this proposed grant? What would success look like? How will you evaluate it? (no more than one page)

Completed applications must be submitted directly to:  
The Collaborative in electronic form to: [chelseacommunityfund@chelseacollab.org](mailto:chelseacommunityfund@chelseacollab.org)  
By 5:00pm no later than **Tuesday January 10, 2017**  
or delivered by 5:00pm on that date to  
The Chelsea Community Fund, 318 Broadway, Chelsea, Ma 02150.