



Chelsea Community Fund

Grant Cycle Fall 2015 – Winter 2016

The Chelsea Community Fund (CCF) is a small, community-based foundation administered by the Chelsea Collaborative, Inc. CCF was established in December 1999 with an endowment of \$1.5 million. The Clipper Ship Foundation pledged \$750,000 if the community could raise a matching \$750,000. The Chelsea Collaborative spearheaded the fundraising and met the goals of the challenge grant with contributions from approximately 100 businesses, charitable foundations, individuals and the City of Chelsea.

CCF's endowment is housed at The Boston Foundation as an "advised fund" and as such The Boston Foundation provides investment and management services. While the Boston Foundation has final authority over the funds, the CCF Board serves as the community voice in soliciting and reviewing proposals and making funding recommendations to the Boston Foundation. The CCF Board consists of seven to nine (7-9) members who represent the interests of the following constituencies: the Chelsea Collaborative Board and staff, the City Manager or his designee, President of the Chamber of Commerce or his/her designee, major donors and city residents.

The CCF exerts its community voice by ensuring funding is provided to community groups and organizations that benefit Chelsea youth and families, promote education and civic engagement, improve quality of life, provide basic and unfulfilled needs, promotes equity and diversity in Chelsea and will have a lasting impact on the community.

CCF was established with the goal of making 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 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.

CCF will entertain proposals from all organizations and entities (with a 501c3 designation or qualified fiscal sponsor), but will evaluate a request based on 1) whether the project to be funded will meet an urgent or unfilled need; 2) the financial need of the project (and in relation to an organization's budget); and 3) the community impact of the project or program including the size and longevity of the program and long term impact or potential for sustainability of the effort.

CCF requires program and financial reports from all grantees, and encourages visits to grantees by CCF Board members. The Chelsea Collaborative may provide community problem solving, community planning and priority setting, technical assistance, training and leadership development to CCF grantees.



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Eligibility: Community agencies and organizations that are recognized as tax-exempt under section 501(c) (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.

For the 2015-2016 grant making cycle, the **Community Fund will make grants of up to \$3,000** that will contribute significantly to reaching a project's objectives and otherwise play a key role in solving a community problem or provide a needed service to Chelsea people.

Process and Timetable: Proposals for the 2015-2016 grant making cycle must be postmarked, submitted electronically, or delivered to the Community Fund office by **5PM on Monday, November 9, 2015**. 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 January 2016.

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.

All other questions should be directed via email to the Chelsea Community Fund Chair, Mr. Joseph Mahoney at chelseacommunityfund@chelseacollab.org.



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SMALL GRANTS APPLICATION 2015-2016

(Requests of Up to \$3,000)

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(c)(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

In evaluating grant applications, the Chelsea Community Fund seeks to have a clear and accurate understanding of the applicant's financial status.

Applicants operating as independent 501c3 non-profit organizations should provide:

- Your current organization budget, listing both income and expenses;
- A program/project budget for the initiative to be funded by this proposal;
- Your most recent fiscal year financial statement (either audited financial statement or Form 990).



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It is not sufficient simply to supply the budget for the initiative to be funded by the request. The Community Fund needs to understand the cost of the initiative to be funded in the context of the applicant's overall budget and larger financial picture.

Applicants operating under a fiscal sponsor should provide:

- Your current organization budget, listing both income and expenses;
- A program/project budget for the initiative to be funded by this proposal;
- The most recent fiscal year audited financial statement of the fiscal sponsor organization;
- An explanation of the financial relationship between the fiscal sponsor and the grant applicant, including the cost of the fiscal sponsorship to the applicant, if any, and any financial support the fiscal sponsor provides to the grant applicant.

Thought not required, we would encourage applicants to use this simple budget template in submitting their application (attached at the end of guidelines).

3. A list of the members of your staff/leadership of the program and you board of directors: indicating names, 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.

PROPOSAL GUIDELINES

Please respond to the following questions using no more than 5 typed pages.

1. Describe your organization's mission, activities, and population served. Describe the program or project for which you seek support.
2. What is the community problem you will address, or service you will provide, with support from the Chelsea Community Fund?
3. How does your proposed program address the Community Fund's criteria, including its Vision of Chelsea? Please describe how your program meets an urgent or unfilled need; and how it will have a lasting impact on the community. Specifically highlight the size and longevity of the program; number of program participants, and plan for ongoing sustainability of the effort.
4. How would you use a grant from the Community Fund? Include a breakdown of how you would spend your grant; and what the financial need is for this program. If you are applying for funding for a program that is within a larger organization, explain the need for external funding from the Community Fund for the program.



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5. What are the potential outcomes of this proposed grant? What would success look like? How will you evaluate it?

Completed applications must be postmarked by or submitted directly to:
 The Collaborative in electronic form to: chelseacommunityfund@chelseacollab.org
 By 5:00pm no later than **Monday, November 9, 2015**
 or delivered by 5:00 PM on that date to
The Chelsea Community Fund, 318 Broadway, Chelsea, Ma 02150

Chelsea Community Fund Application – Sample Budget

FY15

	Allocation of this Request	Total Program Budget	Overall Organizational Budget
Revenue			
Earned Income	\$	\$	\$
earned income stream 1	-	-	-
earned income stream 2	-	-	-
earned income stream 3	-	-	-
Unearned Income	\$	\$	\$
Foundations	-	-	-
Government Grants	-	-	-
Individual Donors	-	-	-
Other unearned income	-	-	-
Other Assets	\$	\$	\$
savings/checking	-	-	-
other	-	-	-
TOTAL REVENUE	-	-	-
Expenses			
Personnel			
personnel detail	\$	\$	\$



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	-	-	-
	\$	\$	\$
personnel detail	-	-	-
	\$	\$	\$
personnel detail	-	-	-
	\$	\$	\$
personnel detail	-	-	-
	\$	\$	\$
personnel detail	-	-	-
Program			
	\$	\$	\$
program expense detail	-	-	-
	\$	\$	\$
program expense detail	-	-	-
	\$	\$	\$
program expense detail	-	-	-
	\$	\$	\$
program expense detail	-	-	-
	\$	\$	\$
program expense detail	-	-	-
Overhead			
	\$	\$	\$
overhead detail	-	-	-
	\$	\$	\$
overhead detail	-	-	-
	\$	\$	\$
overhead detail	-	-	-
	\$	\$	\$
overhead detail	-	-	-
Other			
	\$	\$	\$
other detail	-	-	-
	\$	\$	\$
other detail	-	-	-
	\$	\$	\$
other detail	-	-	-
	\$	\$	\$
other detail	-	-	-
	\$	\$	\$
TOTAL EXPENSES	-	-	-
	\$	\$	\$
Revenue less Expenses	-	-	\$