

Berkshire Taconic Community Foundation

The James and Robert Hardman Fund for North Adams, Clarksburg, Florida, MA and Stamford, VT

Grant Guidelines

Guidelines for Proposals

The purpose of the Hardman Fund is to enrich the lives primarily of the residents of North Adams, but also of the neighboring communities of Florida, Clarksburg, MA and Stamford, VT. The fund will support projects that cover all aspects of these communities, including the arts, culture, historic preservation, health, human and social services, education and the environment.

Eligibility

In recognition of the impact of the current economic challenges, the Fund encourages applications this year from nonprofit agencies to support programs that are critical to sustaining the community in difficult times. Examples of projects that will be eligible for consideration include food programs and services to people at-risk for becoming homeless.

Grants will be awarded to organizations that demonstrate the potential to expand or deepen their impact or to those that are already achieving a significant impact. This includes efforts that involve flexible partnerships among non-profit, public and private sectors, and initiatives that take a long-term view of what is required for people to move out of poverty.

The Foundation does not support organizations which in their constitution, by-laws or practice, discriminate against a person or group on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation or religious belief.

Awards

Awards will generally range between \$500 and \$3,000. All grants must be matched 1:1 in either cash or in-kind services or donations.

Deadline

Applications must be received at Berkshire Taconic Community Foundation **by 5pm on May 1st**.

Notification

Applicants will be notified of the Foundation's decision within four months of the deadline date.

Review process

A committee of Hardman family members and citizens from northern Berkshire County will review applications and make recommendations to Berkshire Taconic's Board of Directors.

Review Criteria

All applications will be reviewed by the following criteria:

- **Quality:** The excellence of the project or service.
- **Impact:** The impact of the project on the community.
- **Ability:** The ability of the applicant to complete the project.

Berkshire Taconic Community Foundation

271 MAIN STREET, SUITE 3, GREAT BARRINGTON, MA 01230-1606

T: 413.528.8039 F: 413.528.8158 info@berkshiretaconic.org www.berkshiretaconic.org

To Apply

Submit one copy of a completed application form addressing the review criteria.

Questions

Please contact Brian Thayer by email at bthayer@berkshiretaconic.org or call 413.528.8163 ext 117.

Attention: Arts and Cultural Organizations

Beginning this year, Berkshire Taconic Community Foundation is engaging in a new partnership with the Massachusetts Cultural Data Project (Massachusetts CDP). The first management tool of its kind, the Massachusetts CDP is a state-wide, collaborative effort of public and private funders throughout Massachusetts and consists of an online system for collecting and standardizing historical financial and organizational data. Berkshire Taconic Community Foundation, along with other funders in Massachusetts, now **requires** cultural organizations applying to this fund to complete a Data Profile **annually** through the Massachusetts CDP website (<http://www.massculturaldata.org>). The information you enter into the Data Profile will be used in your application to the Fund for Williamstown, and in other applications you might make to Berkshire Taconic Community Foundation or other participating funders throughout the state.

The Massachusetts CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in Massachusetts, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

For more information about the Massachusetts Cultural Data Project, please see www.massculturaldata.org.

History of the Fund

The James and Robert Hardman Fund was established by the families of James A. Hardman, Jr. (1909-1990) and Robert Hardman (1911-1978) to honor the memory of these two outstanding citizens of North Adams, Massachusetts. James and Robert were descendents of the earliest settlers of the area that eventually came to be known as North Adams, and for over 100 years the Hardman family owned and published *The North Adams Transcript*. James and Robert were the last members of the Hardman family to carry on this long and honorable family tradition.

About Robert and James Hardman

Robert and James came of age in an era when civic duty was the highest calling. Both men deeply loved the City of North Adams and the surrounding Berkshire Hills. Their lifelong commitment to the welfare of the inhabitants of Northern Berkshire County, particularly those who lived in North Adams and its adjacent communities, was second only to their devotion to family. They were honored to serve the community and their children honor them by continuing this service with the establishment of the James and Robert Hardman Fund.

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The following information should accompany all grant requests to the Foundation. For your convenience, you may choose to copy and fill out this cover summary or to create your own one page version using the headings listed below.

Fund to which you are applying: **James and Robert Hardman Fund for North Adams, Clarksburg, Florida and Stamford.**

Date: _____

1. Legal Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

2. IRS 501(c)(3) Nonprofit: Yes; No

If **No**, identify your fiscal agent and include a copy of a written agreement from fiscal agent to sponsor the project.

Fiscal Agent: _____

3. Contact Person and Title: _____

4. Executive Director (if Different from Contact): _____

5. Amount Requested: \$ _____

6. Organization's Mission:

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7. Brief Summary of the Proposal:

8. Total Annual Organization Budget: \$ _____

9. Fiscal Year End: ____/____/____

10. Project Budget: \$ _____

11. The Period this Grant will Cover: ____ / ____ / ____ to ____ / ____ / ____

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Proposal Narrative:

- In no more than 1 page, give a brief profile of your organization including summary of organization's history, goals, constituents and key achievements.
- In no more than 2 pages:
 - Profile of your request including a description of how your request addresses the review criteria of: excellence of project or service; its impact on the organization/community; and the ability of the organization to carry out the project.
 - How your project will further the purpose of the Fund you are applying to as described in the Fund's guidelines
 - Community, regional or organizational needs or challenges addressed by the proposed project
 - Specific methods and timetable for meeting your stated objectives
 - Intentions for this project's future, including sustainable funding, if applicable
 - Strategies for raising matching funds or in-kind donations

Attachments:

All of the following attachments must accompany the proposal:

- IRS letter confirming tax-exempt status (501(c)(3) or 509(a)) unless this is already on file at Berkshire Taconic.
- Current Board list with names and addresses
- Most recent independent audit or Form 990.
- Detailed project budget showing income and expenses, including any other companies and foundations being approached to fund this proposal, with dollar amounts indicating which sources are committed, pending, or anticipated.
- Current organizational operating budget.
- Certificate of Non-Discrimination.

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CERTIFICATE OF NON-DISCRIMINATION

The Governing Board of: _____

Maintains the Following Policy of Non-discrimination:

1. No person is excluded from agency programs or benefits because of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law.
2. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law with regard to hiring, assignment, promotion or other conditions of staff employment.
3. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law on the agency's governing body.

I certify that the practices of this organization conform to the policy of non-discrimination stated above.

Date:

Typed or Printed Name of President or Board Chairperson:

Signature of President or Authorized Official:

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