

Northeast Dutchess Fund

a fund of

Berkshire Taconic Community Foundation

Grant Guidelines and Application

Eligibility

Nonprofit organizations, public agencies or community organizations that provide services to the residents of Amenia, Clinton Corners, Dover Plains, Millbrook, Millerton, North East, Pine Plains, Stanford, Washington, Wassaic and Wingdale are eligible to apply for grants. Requests will be considered for projects, programs, capital improvements and general operating support. In recognition of the impact of the current economic challenges, the Fund encourages applications this year to support initiatives and programs that are critical to sustaining the community in difficult times.

An organization may submit only one application per deadline and may receive funding only once per calendar year. Projects that have received prior support from the Northeast Dutchess Fund may reapply.

Nonprofits, teachers, students or parents may apply for projects that enhance the educational experience for the children in the aforementioned towns. Projects may provide individual school or system-wide education and enrichment opportunities. All requests must be accompanied by a letter of support from the school principal or superintendent.

Public agencies may apply for projects that enrich the experience of their residents or offer additional opportunities for public improvements. Please note that grants are not intended to replace tax dollars.

The Northeast Dutchess Fund 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.

Requests for Health-Related Projects

As the Foundation for Community Health (www.fchealth.org) supports health services in the Northeast Dutchess area, any requests for health-related projects should first be presented to that Foundation. Please call 800-695-7210 to see if your request is eligible. If not, you are invited to apply to the Northeast Dutchess Fund.

Awards

Grants usually range between \$500 and \$3000, with requests up to \$10,000 considered for exceptional projects. All grants will require a one-to-one match either in cash, services or in-kind donations. Berkshire Taconic reserves the right to modify this policy on a case-by-case basis. An assessment of the project's outcomes will be required once the program or service funded is completed and before any applications are submitted to the Northeast Dutchess Fund for further funding.

Berkshire Taconic Community Foundation

271 Main Street, Suite 3 Great Barrington, MA 01230-1972

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

Emergency Grants

Emergency grants of up to \$500 may be awarded on a case-by-case basis at the discretion of the Northeast Dutchess Fund Committee. Please submit a one page letter of inquiry outlining the nature of the crisis and projected use of funds. Further information may be requested by Berkshire Taconic before a decision is made.

To Apply

Complete the attached application form and send it to Berkshire Taconic. Please ensure to address the review criteria.

ATTENTION: ARTS AND CULTURAL ORGANIZATIONS

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

The NYCDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in New York, 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 NY Cultural Data Project, please see www.nysculturaldata.org.

Deadline

Completed applications must be received at Berkshire Taconic by 5 p.m. on May 7.

Notification

Applicants will be notified within three months of the deadline date.

Review Process

Applications will be reviewed by the Northeast Dutchess Fund Committee. This committee is comprised of residents of Northeast Dutchess who are active in community affairs. Recommendations will be reviewed by Berkshire Taconic's Board of Directors.

Review Criteria

- **Quality:** How worthy is the project? Is it the right time for this project? Does it involve qualified individuals or organizations? Is it well conceived? Does it fit well with other related activities and priorities? Is it cost effective?

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- **Extent of Impact:** What is the potential impact of the project or service on the community? Does it engage the community? Does it address an unmet need in the community? Is it a critical program or initiative at this time?
- **Feasibility:** Can the applicant complete the project? Does the organization or individual exhibit a demonstrated capacity to initiate and successfully execute similar projects? Are the appropriate staff members or volunteers involved? Is the staff/group capable and stable enough to perform the tasks necessary to complete the proposed project?

Questions

Please contact Brian Thayer, stewardship coordinator, at 413.528.8039 or by email at bthayer@berkshiretaconic.org.

About the Northeast Dutchess Fund

The Northeast Dutchess Fund was formed in 2002 to set in motion a community effort to build an endowment that would support nonprofit activities in Amenia, Clinton Corners, Dover Plains, Millbrook, Millerton, North East, Pine Plains, Stanford, Washington, Wassaic and Wingdale and their hamlets.

The Fund is positioned to serve as an ongoing resource that can look across town borders and combine resources to achieve maximum benefit for the residents of these towns. Under the guidance of a group of community advisors, it reviews and makes grants in response to applications it receives, provides technical assistance to nonprofits and initiates projects to provide services that do not exist.

Members of the Northeast Dutchess Fund Advisory Committee presently include:

Annemarie C. Abrams	Peter Gleason	Nancy Stahl
Sia Arnason	Diana Hurley	John Tuke
Didi Barrett	Christopher Kennan	Jane Waters
Gloria Gaines Callen	Molly Schaefer	Ralph Weindling
Wendy Curtis	David R. Stack	

Berkshire Taconic Community Foundation

The Northeast Dutchess Fund is an area fund of Berkshire Taconic Community Foundation. Berkshire Taconic Community Foundation is the community foundation for Berkshire County, MA; Columbia County and northeast Dutchess County, NY; and northwest Litchfield County, CT. Its mission is to build stronger communities and a better quality of life for all residents of its region. Thanks to its generous donors, each year Berkshire Taconic distributes more than \$7 million annually in scholarships and grants for programs in the arts and education, health and human services and environmental protection. Since 1987, families, individuals and community groups have been establishing charitable funds with us that we invest and administer. We are proud to be the steward for the Northeast Dutchess Fund. Berkshire Taconic Community Foundation is a 501(c)(3) charitable organization

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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: **Northeast Dutchess Fund**

Date: _____

1. Legal name of Organization: _____
Address: _____
City: _____ State: _____ Zip _____
Phone: _____ Fax: _____ Email: _____
2. IRS 501(c)(3) nonprofit : Yes; No
 - a. 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: \$ _____
Organization's mission:

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7. Brief summary of the proposal:

8. List three expected measurable outcomes of the proposed project (e.g. # individuals expected to participate, acquisition of a piece of equipment, etc.)

i. _____

ii. _____

iii. _____

9. Total annual organization budget: \$ _____ Fiscal Year End: ____ / ____ / ____

10. Project budget: \$ _____

11. The period this grant will cover: _____ / ____ / ____ to ____ / ____ / ____

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12. For health-related projects:

The applicant has contacted the Foundation for Community Health about this project and has been advised that this is not eligible for funding: Yes

This project is not eligible for funding from the Foundation for Community Health for the following reason:

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
 - If a grant is not awarded from the Northeast Dutchess Fund, what part of the project will be cancelled or severely curtailed?

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. **For arts and cultural organizations only:** New York CDP Funder Report for Berkshire Taconic Community Foundation—Northeast Dutchess Fund
- 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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