

Application Overview - 2021

A formal application must be submitted to receive a grant from the Foundation. Please review the application thoroughly as it may require an extensive explanation regarding several facets of your funding request.

Before you complete the application, please review the following criteria and evaluating factors listed below. The Board will primarily use these factors in determining your eligibility for a grant. Several of the criteria are critical and must be adhered to due to IRS regulations and the bylaws of the Foundation.

1. Does your organization have a 501(c)(3) IRS designation?

A copy of your designation letter must be submitted with the application. The Foundation cannot fund government entities, individuals and/or families or provide sponsorships of any kind through this grant program.

2. Will the funds be used to provide or improve services primarily in Monroe County?

A statement of such will be required in the application. Requests made from agencies and organizations headquartered outside of Monroe County will be reviewed annually.

3. All requests to the Foundation must be for \$1,500.00 or above.
4. Awards will be made to an agency or organization one (1) time within a three (3) year period following an approved request.
5. Staffing costs may be a portion of administrative costs. However, wherein financial support is predominately requested for funding of staff, it will not be eligible.

The Foundation's areas of interest are homelessness, temporary housing, education, community health and human services, and the arts. If your program or project does not come under one of these areas, it does not automatically preclude your request, but the above areas will be given priority.

All applications will also be evaluated based on the following factors:

- a. Number of people served - How many residents of Monroe County will be directly affected by the increase in services provided through the funding?

- b. Geographic area served – How large is the geographic area that the new or existing services will cover?
- c. Lasting effect of the grant – The Foundation is interested in specific programs or projects. Capital improvement or operation costs may be considered on a case-by-case basis.
- d. Ability to leverage grant – Grants used to obtain full or partial matching funding from public or private sources will be given priority.
- e. Stability and longevity of the organization – Newer organizations may be asked to provide in-depth program and financial projections.
- f. Ability of the project to continue if financial goal is not met – An explanation of how the grant will be used if the total fundraising goal is unattainable.

A request of \$15,000.00 or more may require a meeting with the Foundation's Board of Trustees. This excludes request for emergency vehicles; grants are capped at \$10,000.00 for all emergency responder agencies/organizations.

All requests will be reviewed by and final determinations will be made by the Board of Trustees of the Monroe County Bar Foundation.



**Due June 15, 2021 for Grants Awarded by December 31, 2021
2022 Grant Year**

A. Application Information

1. Requesting Agency / Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Website: _____

Board Chair / President: _____

2. Contact Person & Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

3. Type of Application: New: _____ Supplemental: _____ Renewal: _____

4. Type of Grant Requested:

Project Support: _____ Collaborative Project: _____ Special Project: _____

Other, please explain: _____

5. Program Title: _____

6. Status of Program: New: _____ Currently in Operation: _____

7. Total Amount Requested: \$ _____

8. Use of Funds Start Date: _____ **Use of Funds End Date:** _____

9. Geographic Area of Program: Monroe County wide: _____ (Yes or No)

Township or Borough: _____

10. Organization Type: 501(c)(3) _____ Other: _____

11. Federal Tax Identification Number: _____

12. Certification: I certify that the proposed program will be operated in compliance with the Americans with Disabilities Act. I further certify that no person shall on grounds of race, sex, nationality, religion, or sexual orientation be excluded from participation, be denied the benefits of, or be subjected to, discrimination under this project.

Authorized Representative Initial Here to Indicate Assent: _____ **Date:** _____

Name & Title of Representative: _____

B. Organization Information *(please limit to one page)*

Describe the general purpose and activities of the organization along with a brief history.

C. Project Narrative *(please limit to two pages)*

Describe the various aspects of the program, including but not limited to:

- Program Title
- Period of operation using grant funds
- Mission Statement
- Number of individuals receiving benefit of funding
- Target Population
- Program operation and management
- Expected outcomes

D. Work Statement – Goals, Objectives, and Tasks

Concisely state the program goal(s), objective(s), identifying primary tasks for each.

E. Program Continuation Plan

Describe the method of program continuation, including continual funding, project expansion and/or project sun-setting.

F. Financial Information

Provide a brief statement regarding the need for outside financial support in order to operate the program. Please include:

- Annual operational budget of agency. Include copy of budget (income & expenses)
- Program budget, including percentage of budget using MCBF grant funds as well as other grant funds. Program budget must include income and expenses
- Federal tax returns and/or financial statements for most recent fiscal year-end.

G. Application Submittal

Application Deadline: **June 15, 2021** *(must be received via email or postmarked by this date)*

Please address cover letter to:

Grant Committee
c/o Monroe County Bar Foundation
Attn: D Burdge
913 Main Street
Stroudsburg PA 18360

Email (preferred) application, supporting documents and cover letter to:
dburdge@monroebar.org

Awarding of a grant in no way implies a commitment of continued support in the future.