

## **Windsor Locks Community Fund**

Request for Proposal

February 16, 2024

The Windsor Locks Community Fund is pleased to announce a competitive grant opportunity offering grants in the amount of \$250 up to \$10,000 for one or more nonprofits proposing projects to benefit the residents of Windsor Locks. All interested applicants must complete the application here: [www.hfpg.org/windsorlockscf](http://www.hfpg.org/windsorlockscf). Applications are due **April 12, 2024**.

### **I. Background:**

In 2019, the [Hartford Foundation for Public Giving](http://www.hartfordfoundation.org) established \$100,000 community funds for each of the 29 towns in the Foundation's region, which includes the town of Windsor Locks. The purpose of Windsor Locks' Community Fund is to support residents in taking ownership around the needs in their town and encourage broad and inclusive civic engagement. In 2020, Windsor Locks' Community Fund Advisory Committee was selected. The list of current members is available [here](#). In 2021 grants of up to \$5,000 were distributed to five Windsor Locks non-profits.

### **II. Eligibility**

Any nonprofit registered as a 501c3 organization that serves the residents of Windsor Locks is eligible to apply. Groups of town residents may prepare an application in partnership with a registered nonprofit that has agreed to serve as a fiscal sponsor for the proposed project. Nonprofits do not need to be based in Windsor Locks. The Town of Windsor Locks may also serve as a fiscal sponsor for applicants. If a group of town residents has an idea for a project and needs help identifying a fiscal sponsor, please email the Advisory Committee at [windsorlockscommunityfund@gmail.com](mailto:windsorlockscommunityfund@gmail.com).

Individuals and for profit businesses are not eligible to apply. Civic organizations that do not have a 501c3 IRS designation are not eligible to apply without a fiscal sponsor.

### **III. Proposal Requirements:**

A grant from the Windsor Locks Community Fund must benefit residents of Windsor Locks. Project proposals must demonstrate the opportunity for all town residents to benefit without discrimination based on race, religion, or any other protected class. Projects do not necessarily need to benefit every town resident if the proposal can demonstrate why it addresses a need for a portion of the town's population and does not discriminate among residents who share that need.

For example: if there is a demonstrated lack of programming for new mothers in Windsor Locks, a project developing a program for new mothers and babies, that could equally benefit any new mother and baby in the town, would be eligible.

Applicants will be asked to provide the following information:

- **Description of need.**

Why is the project you describe necessary? Is anyone else already doing this? How do you know?

- **Description of the expected benefit**

Who will benefit if this project receives the funds requested?

How long will the benefit be felt? (For example, will this create a permanent program/piece of infrastructure for the town or will it have a fixed term, such as one year.

- **Description of why you (your nonprofit or group of town residents working with a fiscal sponsor) are well suited to implement this project.**

Do you have prior experience doing something similar?

Do you have particular skills that are needed?

Do you have relationships with partners in town that can help the project be successful?

- **What will the project cost?**

A budget template is provided with application.

**IV. Criteria for Consideration:**

- The number of town residents to be impacted by the project
- The sustainability of the project (for how long will the project benefit/impact town residents?)
- Likelihood of success. Does the nonprofit or the individuals involved have a good plan for how to implement the project? Do they have experience or knowledge that makes success likely?
- Does the cost seem reasonable for the expected impact or benefit?

**V. Additional Information**

**Proposals should complete all required questions of the application:** Each applying organization may only submit one proposal. The deadline for proposals is **April 12, 2024.**

**VI. Key Dates**

**Release of Request for Applications:** February 16, 2024

**Applications Due:** April 12, 2024

**Expected Grant Start Date:** Late May 2024