



Request for Proposals

January 25, 2025

Canton's Greater Together Community Fund is pleased to announce a competitive grant opportunity offering a total of up to \$50,000 for nonprofit organizations proposing projects to benefit the residents of Canton. Applications are due **March 15, 2025**. All applications are to be submitted online via Google Forms. More information about the Hartford Foundation for Public Giving's Canton Community Fund page at www.hfpg.org/cantoncf.

1. Background:

In 2019, the [Hartford Foundation for Public Giving](http://www.hfpg.org) established community funds for each of the 29 towns in the Foundation's region, which includes the town of Canton. The purpose of Canton's Community Fund is to support residents in taking ownership of the needs in our town and encourage broad and inclusive civic engagement. In 2021, people who live and work in Canton selected, from a group of residents who volunteered to serve, Canton's Community Fund Committee. The list of current members is available at www.hfpg.org/cantoncf. The Fund made grants totaling \$25,500 in 2022, \$13,490 in 2023, and \$46,100 in 2024. This is the fourth call for grant proposals in Canton.

2. Eligibility

Any nonprofit registered as a 501(c)(3) organization that serves the residents of Canton is eligible to apply. Nonprofits do not need to be based in Canton. 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. If a group of town residents has an idea for a project and needs help identifying a fiscal sponsor, please email the Committee at Canton@HFPGCommunityFunds.org.

Each organization or group may submit only one application. However, please note that a nonprofit may submit its own application AND serve as a fiscal sponsor for one or more separate projects as well.

Individuals and for-profit businesses are not eligible to apply. Civic organizations that do not have a 501(c)(3) IRS designation are not eligible to apply without a 501(c)(3) fiscal sponsor.

3. Proposal Requirements:

A grant from Canton's Community Fund must benefit residents of Canton. For projects that would benefit a wider audience, applicants may request funding for only the portion of

the project that would benefit Canton residents. 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 how it addresses a need for a portion of the town's population and does not discriminate among residents who share that need.

There are several questions on the application, each of which requires a response. In general, applicants will be asked to:

- **Describe why the project is needed.**
- **Describe the expected benefit, both who will benefit and for how long.**
- **Describe why the applicant is well suited to implement the project.**
- **Explain what the project will cost.** (A budget template is provided.)

Canton Community Fund's 2024 grantees also will be required to submit a report on how their grant funds were used in order to be eligible to apply for 2025 funding.

Please see the **application** at www.hfpg.org/cantoncf for the complete list of questions and requirements.

Projects must have a starting date of no sooner than June 1, 2025. Grant funds cannot be used for projects that have been completed already.

4. Required Documents

Applicants will be required to upload the following documents as part of their application:

- For projects taking place or being constructed at a specific location: map(s), site drawing(s) or location photo(s).
- Detailed program/project budget, using the template provided.
- IRS determination letter for the applicant or its fiscal sponsor.
- Budget-to-actuals report for the applicant's most recently completed fiscal year.
- If the grant request is for \$5,000 or more: audited financial statements for the most recently completed fiscal year.
- For 2024 grantees: a report on how the grant funds were expended.

5. Criteria for Consideration:

In general, the Committee will consider the following criteria when reviewing applications:

- The number of town residents to be impacted by the project.
- The sustainability of the project. (How long the project will benefit/impact town residents.)
- The likelihood of success. (Whether the organization or the group has a good plan for how to implement the project, and if they have experience or knowledge that makes success likely.)
- Whether the cost seems reasonable for the expected impact or benefit. *Grant requests cannot exceed \$10,000 nor can they be for less than \$250.*

Please note that members of Canton's Community Fund Committee will follow the Fund's Conflict of Interest policy and recuse themselves from consideration of any project with which they have an affiliation.

6. How to Apply

All applications must be completed online via Google Forms.

A link to the application, the required budget form, and a PDF of all of the questions in the application may be found at www.hfpg.org/cantoncf.

If you do not have a computer, the Canton Public Library has computers you may use, and the staff has offered to help people access the grant application and navigate any technical questions.

7. Additional Information

Information session: An optional information session to answer any questions that potential applicants may have will be held on **Wednesday, February 12, at 7 p.m.** at the Canton Community Center, Room D.

Questions can be directed to Canton@HFPGCommunityFunds.org until **5 p.m., Friday, March 7.**

Applicants must complete all required questions on the application, and submit additional materials as required. The deadline for proposals is **5 p.m., Saturday, March 15.**

8. Key Dates

Release of request for applications: January 25

Information session: February 12 at 7 p.m. at the Canton Community Center

Questions: No later than March 7 at 5 p.m.

Applications due: March 15 at 5 p.m. Late applications will not be accepted.

Notification of grant decisions: June 1