



NEWCOMERS CLUB
o f N E W C A N A A N

HOLIDAY HOUSE TOUR

SUPPORTING LOCAL CHARITIES

The Newcomers Club of New Canaan seeks to give back to our community by supporting local charities and community service organizations that are based in New Canaan and/or serve our town's residents. The Club's primary fundraising effort is the biennial Holiday House Tour. The 2019 Holiday House Tour will be held on December 6th and 7th. Over the last 10 years the Newcomer's Club has donated more than half a million dollars to a wide variety of worthy organizations.

This year, our goal is not only to support grant recipients financially but also to highlight the important work of the organizations throughout the tour and in promotional materials, bringing the true spirit of the Newcomer's Holiday House Tour to the forefront. As a result, the grant application schedule has been moved up so that the grantees can be chosen before the tour. The actual grant amounts will be determined after the tour.

If you would like your organization to be considered, please submit the following **by email no later than August 30th, 2019**:

1. Grant Request Application and Cover Sheet (see below)
2. Your organization's latest financial statement and current budget
3. A list of your current funding sources
4. A copy of your 501(c)(3) status letter

Funds requested should relate to a specific project, program, or initiative, rather than general operating funds. Please keep in mind that proceeds will be distributed after the 2019 Holiday House Tour. Funding requests should therefore reflect expenses to be incurred after this time. Additionally, our Club guidelines require that funds be used within twelve months of distribution.

Grant requests should be emailed to Amanda Reid at newcomerscommunityconcerns@gmail.com. All questions can be directed to this email address as well.

We look forward to hearing from you.

Sincerely,

Amanda Reid

Community Concerns Chair

2019 Grant Application Cover Sheet

Date of Application: _____

Name of organization to which grant would be paid. Please list exact legal name:

Name of Project/Program:

Address of organization*: _____

Telephone: _____ Fax: _____ E-mail: _____

Executive Director: _____

Contact person and title (if not executive director): _____

** Primary administrative address to which all correspondence regarding this application will be mailed, including notice of award, contracts and grant checks.*

Grant request: \$ _____

Annual organization operating budget: \$ _____

Annual program budget: \$ _____

Newcomers Club of New Canaan, Inc.

Grant Request Application 2019

Deadline: August 30, 2019

I. Proposal Summary

Please summarize in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve and how you will spend the grant if received.

II. Contact Information

1. Name of organization (as stated on IRS Ruling)
2. Mailing address
3. Website address
4. Director/ email address/ phone number
5. Project manager/ email address/ phone number, if applicable

III. Background

1. Brief History of Organization (including date founded)
2. Mission Statement of Organization (pertinent to request)
3. The need or problem that your organization works to address and the population that your organization serves, including but not limited to geographic location, socio-economic status, gender and race.
4. For organization as a whole, percentage of income allocated to administrative overhead and fundraising and percentage of income that applies directly to the project to which you are requesting funding

5. Staff/ volunteer information (# of management, support staff, active volunteers, members)
6. Has your organization previously requested or received funds from the Newcomers Club? If yes, please provide dates and whether funding was received.

IV. Project Information

1. Name of specific project/ item or initiative
2. Amount of funds requested
3. Statement of project goal and objectives
4. Describe the target population and what change this program/project will make in their lives. Please cite number of people the program/project will serve and how regularly (monthly, weekly, daily). Please include what percentage live/work in New Canaan.
5. Is project existing or new/startup?
6. Breakdown costs of proposed project and prioritize elements for your request. Include brief timetable with start and completion dates for project.
7. Plan for evaluation or measurement of proposed project results.

V. Additional Information

1. Please list other funding sources you have approached for this program.
2. If Newcomers is only able to offer partial funding, how will that affect the proposed project?
3. Is there any additional information that you feel would be helpful in understanding the needs of your organization and this request?

VI. Attachments

Please submit the following information with this application:

1. A copy of your organization's latest financial statement
2. A copy of your current year operating budget
3. A list of current funding sources and amounts of support
4. A copy of your organization's IRS exemption letter
5. A list of persons serving on your Board of Directors

Please email your completed grant application to:

Amanda Reid

Chair, Community Concerns

Newcomers Club of New Canaan

Newcomerscommunityconcerns@gmail.com

Application deadline: August 30, 2019

Please direct any questions Amanda Reid at newcomerscommunityconcerns@gmail.com. We regret that we will not be able to consider applications emailed after August 30, 2019.