



2016 GRANT GUIDELINES

I. MISSION

The Astle-Alpaugh Family Foundation is a private grantmaking organization with a mission to improve the lives of individuals and families. Our priorities are derived from involvement in the local community of Central New Jersey.

We believe that the strength of a society can be measured by how it cares for its most vulnerable citizens – we seek to provide stability and hope for the elderly, at-risk children, and youth, as well as persons suffering from illness, hunger, poverty, abuse, and chemical dependency.

We strive to foster community involvement in education – we fund diverse educational programs.

We place a strong priority on the improvement of our local community – we support museums, community centers and historic preservation.

II. ELIGIBILITY

Organizations eligible to apply for a grant from the Foundation must:

- Be a non-profit, 501(c)(3) organization
- Serve our geographic area of focus in Central New Jersey, as identified on the map on our website (<http://taaff.org/wp-content/uploads/2015/10/Map-Geographic-Area-of-Focus-10-2015.png>).
- Request support for programs that promote diverse education in the arts, history, and the health and wellbeing of community residents and which are consistent with the mission and priorities of the Foundation

The Foundation stipulates that:

- Proposals will be considered up to a maximum of \$12,000
- Multi-year grant requests are not eligible for support

- Organizations receiving support are eligible to apply for funding in subsequent years, following successful programming and fulfilling of reporting requirements (as detailed in section VI below).

We no longer fund student scholarships.

III. APPLICATION PROCESS

All submissions should be made via email to taaff.org@gmail.com. Mailed hard copy applications are also accepted to PO Box 182, Annandale NJ 08801. The Foundation will acknowledge the receipt of all LOIs and Full Proposals.

1. Please submit a Letter of Inquiry (LOI).

The LOI must be received via email or postmarked no later than **September 1, 2016**. LOI Requirements are posted on our website at www.taaff.org/grant-application-process. [Click here to view them.](#)

2. **Notice about the results of LOI reviews will be sent by October 14, 2016.**
3. **If invited, please submit a Full Proposal no later than January 13, 2017.**
4. **Decisions regarding grant funding will be made by February 21, 2017.**

Hard Copy Submissions

Organizations that choose to send hard copies of their LOIs or Full Proposals must ensure that their mailings are received by the appropriate deadline. The Foundation strongly suggests that an organization request a discernable postmark and **delivery confirmation from the carrier** when sending these documents. LOIs and Proposals received after their deadlines and without proof of timely mailing will not be accepted for consideration.

Full Proposal Requirements

Each full application must include the following documentation:

- IRS Determination Letter certifying 501(c)(3) status and showing organization's current official registered name;
- Most recent audited financial statement
- Most recently filed Form 990
- Most recent annual operating budget
- Current listing of Board of Trustees or Board of Directors
- Program Proposal (see below)

The program proposal should provide the following information:

a. General Information

- Proposed Program title

- Amount of grant request
- Name, title, and contact information (including email and phone number) of project leader and of primary contact person for proposed grant (if different)
- Name, title, address, and contact information (including email and phone number) of person responsible for grant stewardship, who will hold authority to sign on behalf of the organization
- Brief list of the organization's main/major sources of financial support

b. Proposed Program Description (Narrative)

- Purpose of the proposed grant program, including formal objectives
- Description of the population to be served
- Background and significance of the problem to be addressed, improvement needed, or change to be achieved
- Proposed Program Plan that describes how the proposed program will address the specific issue identified and meet the specified objectives
- Proposed timetable for program implementation

c. Proposed Program Line Item Budget and Justification

- Detailed program budget and justification that describes all cost components and associated activities
- Description of any other sources of funding for the project, including financial and/or other forms of support (e.g. "in-kind" support)

d. Description of Plan for Program Evaluation and Continuity

- Specific measurable outcomes to be achieved
- Planned methodology to monitor and evaluate outcomes of the proposed program
- Description of how the program and/or its outcomes will be publicized
- Description of whether and how the program will be sustained beyond the time of funding, including additional resources required to continue the program over time (e.g. financial or staffing support), manner of securing those resources, and timetable

**Questions regarding the application process may be directed to
Molly Harper via email at taaff.org@gmail.com.**

IV. REVIEW

All proposals will be reviewed and evaluated based on completeness and alignment with the above requirements, alignment with The Foundation's mission, and individual merit.

Upon completion of review, all applicants will be notified of a determination regarding their proposed grant programs. The review process may take up to eight (8) weeks.

V. DISBURSEMENT OF FUNDS

Any applicant selected to receive a grant will be required to execute a Grant Award Agreement with The Foundation.

The actual disbursement of funds will be done at the discretion of The Foundation and in accordance with the timeline and itemized budget outlined in the Proposal. The Foundation **MUST** be notified in writing of any budget change that exceeds 20% of the project budget outlined in the original Proposal.

Similarly, The Foundation **MUST** be notified in writing of any deviation from the original proposed project, program, or proposal purpose. The Foundation **MUST** approve any changes in grant fund usage in writing before funds can be used for purposes other than those described in the original Proposal / LOI.

VI. REPORTING REQUIREMENTS

Upon accepting a grant award, the recipient organization will commit to use grant funds in the manner and purpose(s) for which the grant was originally intended. The grantee will be asked to provide a Progress Report / Final Report (as applicable) by August 25, 2017.

The Final Report should include:

- Narrative description of project implementation and accomplishments, including brief descriptions of major program activities or milestones met throughout the funding period
 - A description of how **exactly** the project is being utilized on a day-to-day basis
- Description of the population ultimately served, with data to substantiate
- Outcomes, both intended and unintended, with data to substantiate; for example
 - Amount and frequency of usage/implementation (i.e. number of users, trends in usage)
 - Quantitative, measurable impact of the program on both your organization and the community (i.e. material evidence of goals attained or missed, intended or otherwise)
 - Qualitative impact of the program on those it serves (i.e. direct user feedback)
- Evaluation of whether or not objective(s) were achieved and if not, why not
- An account of the number of hours per month/quarter that the grant program/project was active/utilized/available to the population of interest
- An account of how grant funds were spent (a final line item budget)

VII. SITE VISITS

Site visits will be conducted at the discretion of The Foundation and with advance notice given.

VIII. TRANSPARENCY

The Foundation will report information and select data about its grant recipients, including: name and location of the grantee organization; brief descriptions of projects/programs being funded; total amount of grant awards; program impact; and other pertinent information about grant use and public benefit.

Information will be shared primarily on The Foundation's website, www.taaff.org.

Any other information regarding any grant recipient will be shared with the permission of that organization.