

## APPLICATION GUIDELINES AND INSTRUCTIONS 2020 Supplemental Grant Round

### I. APPLICANT ELIGIBILITY

All applicants must meet the following eligibility requirements:

#### A. TO BE ELIGIBLE, AN APPLICANT MUST BE ONE (1) OF THE FOLLOWING

1. Camden City based non-profit community organization with 501(c)(3) tax-exempt status;
2. Camden City based non-profit community organization without 501(c)(3) tax-exempt status, with a Fiscal Sponsor that is a Camden City based non-profit community organization with 501(c)(3) tax-exempt status.

**B.** Organization must be in operation for a minimum of 12 months as a non-profit and must be able to provide all necessary documentation.

**C.** Organizations that were awarded grants in the first round announced on February 6, 2020 are not eligible to apply for this round of funding.

**D.** Eligible organizations may submit **one (1) application** for this funding cycle. Funding must be used to support Camden City programs, projects or services exclusively for residents of Camden City, New Jersey. No funds will be permitted to be used for programs, projects or services outside of the City.

#### E. FISCAL SPONSORS

If the organization is **not** a non-profit 501(c)(3) community organization, the applicant organization must submit a signed Fiscal Sponsorship Agreement with an eligible Fiscal Sponsor.

1. A Fiscal Sponsor must be a Camden City Based non-profit community organization with 501(c)(3) tax-exempt status and agree to manage and disperse grant funds, keep financial records and provide reporting to the Internal Revenue Service, New Jersey Division of Consumer Affairs, and to The Cooper Foundation, as required.
2. A Fiscal Sponsor must submit its corporate governance documents, Internal Revenue Service Section 501(c)(3) Determination Letter, most recent filed Form 990, 990EZ or 990-N, and most recent New Jersey Charities Registration filing. Fiscal Sponsors must also provide items in Required Documents Section V.
3. An organization may serve as a Fiscal Sponsor for more than one (1) applicant.
4. An organization serving as a Fiscal Sponsor that meets the grant program eligibility requirements, will be eligible to submit its own application.

#### F. ORGANIZATIONS NOT ELIGIBLE FOR FUNDING

The following types of organizations are **not** eligible to apply for funding:

1. Youth sports organizations
2. Government agencies
3. Individuals or for-profit businesses
4. Schools (public, private, renaissance, charter, religious)
5. Universities/Colleges/Medical and Graduate Schools/Academic Institutions
6. Hospitals
7. Political and lobbying organizations or committees

## II. ELIGIBLE PURPOSE

- A. The purpose of the Camden City Community Grant Program is to support Community Building Activities which promote the health and welfare of the community in the City of Camden.

It is our goal to address social determinants of health, including employment, education, literacy, childhood experience, physical environment, social and community supports, nutrition and arts to improve well-being, as they have been found through research to have a significant impact on the health and welfare of the community.

- B. The Grant Application must demonstrate how the funding will focus on and promote one (1) of the Community Building Activities described below and improve the health and welfare of the community.

- C. **COMMUNITY BUILDING ACTIVITIES TO IMPROVE THE HEALTH AND WELFARE OF THE COMMUNITY, AS DESCRIBED BY THE INTERNAL REVENUE SERVICE, CAN INCLUDE:**

1. **Physical Improvements and Housing**

This includes rehabilitation of housing and residential home improvement programs, neighborhood improvement and revitalization projects, development or maintenance of parks or spaces to promote physical activity, and community development improvement projects to improve the health and welfare of a neighborhood.

2. **Economic Development**

This includes supporting or creating new employment opportunities, improving healthy food availability, addressing food insecurity, financial literacy, and community development activities to strengthen neighborhoods and support job growth or retention.

3. **Community Support**

This includes child care, out of school learning time, youth programs, senior programs, mentoring programs, neighborhood support groups, violence prevention programs, health and wellness programs, transportation programs to remove barriers for residents and enhance access, community education programs, and arts activities to improve well-being.

4. **Environmental Improvements**

This includes activities to address environmental hazards that affect community health, community clean-up activities, and environmental sustainability projects that improve health and welfare of the community.

5. **Leadership Development and Training for Community Members**

This includes training in conflict resolution, community and civic engagement training, cultural or language skills, organizational development and capacity building to support sustainable and effective community based organizations in the City of Camden.

6. **Coalition Building**

This includes participation in community coalitions and other collaborative efforts in the community to address health and safety issues.

7. **Community Health Improvement Advocacy**

This includes efforts, programs or activities to safeguard and improve public health access to healthcare services, food and nutrition, housing, the environment and transportation.

8. **Workforce Development**

This includes job-readiness training, employment skills development, employment pathways, or training to recruit health professionals needed in the City of Camden.

- D.** This grant program will **not** provide funding for any of the following items/activities:
1. Fundraising appeals or capital campaigns
  2. Acquisition of real estate/facilities
  3. Scholarship programs
  4. Religious activities
  5. Sponsorships for events/tickets/ad books
  6. Food for applicant or fiscal sponsor staff
  7. Capital construction
  8. Political and lobbying activities
  9. Projects providing a benefit (financial or other) to a director, officer, senior staff of, or substantial contributor to, an applicant or to a for-profit entity
  10. Direct operating support of the applicant organization or fiscal sponsor that is not directly connected to implementation of the Program/Project/Service or Capacity Building Project proposed
  11. Sports programs or programs/projects/services that use sports activities as its focus.
- E.** All proposals will be expected to demonstrate the need for funding, how funds will be spent and how the proposal aligns with Community Building Activities, as outlined in the funding focus area and funding categories in Section IV. B and C.
- F.** All proposals, regardless of which community building funding focus area is addressed, must qualify as an activity, exclusively serving tax-exempt purposes under Section 170(c)(2)(B) of the Internal Revenue Code. Such determination shall be made at the sole discretion of The Cooper Foundation.

### III. GRANT APPLICATION AND SUBMISSION PROCESS

**A. INTENT TO APPLY**

Applicants are asked to submit an Intent to Apply online at <https://foundation.cooperhealth.org/camden-community-grant>

**B. APPLICATION PROPOSAL INFORMATION**

1. Applicants must complete and provide one (1) copy of the Application Proposal information in Section V. A. which includes:
  - a. Grant Application Cover Sheet
  - b. Proposal Narrative – per the format in the Grant Proposal Narrative
  - c. Project Budget Template
2. Camden City Based Applicants must submit one (1) copy of all items as required in Required Documents, Section V.
3. Fiscal Sponsors must submit one (1) copy of all items as required in Required Documents, Section V.

**C. QUESTIONS AND RESPONSES**

1. The Cooper Foundation will take written questions from applicants via email. **All questions must be submitted in writing to [CommunityGrants@CooperHealth.edu](mailto:CommunityGrants@CooperHealth.edu).**
2. Responses to questions will be posted on The Cooper Foundation website at <https://foundation.cooperhealth.org/camden-community-grant> for all applicants to review.

**D. APPLICATION DEADLINE – MONDAY, JUNE 1, 2020 BY 3 P.M.**

The **deadline** for proposals to be submitted is June 1, 2020 by 3:00 P.M. with all required documentation and attachments.

1. Please allow sufficient time before the deadline to gather all the required documents and information you will need. Items on the grant proposal will require some advance planning.
2. All applications will be reviewed upon submission to confirm that all required documents as indicated on the Application Checklist have been submitted. Applicants will be notified via email by The Cooper Foundation if an application does not include all required submission items as noted on the Application Checklist. Applicants will be provided **7 days** upon notification to correct any deficiencies and submit the required Application Checklist items or the application will be deemed incomplete and not eligible for funding.

**E. APPLICATION SUBMISSION**

Application submissions for the Camden City Community Grant Program will be accepted via:

1. Mail/Overnight Delivery – required to be **postmarked** no later than **June 1, 2020** to be accepted:  
**Camden City Community Grants**  
c/o The Cooper Foundation  
3 Cooper Plaza, Suite 500  
Camden, NJ 08103
2. Email – scanned and emailed to [communitygrants@cooperhealth.edu](mailto:communitygrants@cooperhealth.edu) no later than **3 P.M. on June 1, 2020**.

**Due to the COVID-19 pandemic, hand-delivered applications will not be accepted at this time.**

**\*Application Deadline – Monday, June 1, 2020\***

**IV. FUNDING CRITERIA**

**A. A WIDE VARIETY OF PROPOSALS WILL BE CONSIDERED FOR FUNDING DURING THIS FUNDING CYCLE**

1. Applicants **must identify** a specific **Funding Focus Area** – noted in Section IV. B.
2. Applicants **must identify** a **Funding Category** – noted in Section IV. C.
3. Proposals must solely benefit the City of Camden and no funds are permitted to be used for programs, projects or services outside the City.

**B. FUNDING FOCUS AREA– SELECT ONE (1)**

Applicants must select one of the Community Building Activities as a Funding Focus area that best reflects the proposal (Refer to Section II. B):

1. Physical Improvements and Housing
2. Economic Development
3. Community Support
4. Environmental Improvements
5. Leadership Development and Training for Community Members
6. Coalition Building
7. Community Health Improvement Advocacy
8. Workforce Development

**C. FUNDING CATEGORY– SELECT ONE (1)**

Applicants must select one of the following Funding Categories:

**1. Program/Project/Service**

Grants to support a specific program, project or service tied to specific outcomes.

**2. Capacity Building**

Grants to support the creation of a sustainable and effective organization. Examples of capacity building proposals might include, but are not limited to: strategic planning, governance, leadership or board development, communications/marketing strategy, improving volunteer recruitment, updating technology, and quality assurance projects.

**D. FUNDING PRIORITY**

Funding priority will be given to Camden based, non-profit community organizations with annual budgets of \$5 million or less.

**E. NON-DISCRIMINATION**

The Cooper Foundation will support programs and organizations that promote inclusiveness and that do not discriminate on the basis of race, gender, religion, marital status, sexual orientation, age, national origin, disability, or any other characteristics protected by law.

**F. FUNDING AWARD LEVELS**

1. Grant awards will range from \$500 up to \$5,000.
2. The Cooper Foundation reserves the right to award less than the full amount requested.
3. All grant awards will be based upon available unrestricted funding.

**V. REQUIRED DOCUMENTS**

**ALL APPLICATIONS MUST include the following items:**

**A. ALL APPLICATIONS MUST INCLUDE ONE (1) COPY OF THE FOLLOWING:**

1. GRANT APPLICATION COVER SHEET
2. PROPOSAL NARRATIVE – PER THE FORMAT IN THE GRANT PROPOSAL NARRATIVE
3. PROPOSAL BUDGET TEMPLATE

**B. ALL APPLICANTS THAT ARE CAMDEN CITY BASED NON-PROFIT COMMUNITY ORGANIZATIONS WITH 501(C)(3) TAX-EXEMPT STATUS (WITHOUT A FISCAL SPONSOR) MUST SUBMIT ONE (1) COPY OF THE FOLLOWING:**

1. Copy of IRS 501(c)(3) determination letter
2. Most recent form 990, 990EZ, or 990-N (E-postcard) tax return
3. Applicant Evidence of most recent New Jersey Charities Registration filing (issued within last 12 months) – for information visit: <https://www.njconsumeraffairs.gov/charities/>
4. Applicant Certificate of Good Standing - From the N.J. Department of Treasury (issued within last 12 months) – for information visit: <https://www.state.nj.us/treasury/revenue/standcert.shtml>
5. Applicant most recent financial statements (audited financials if available)
6. Applicant organization annual operating budget
7. Applicant Board of Directors (including corporate and/or non-profit affiliations for each board member)
8. Applicant organization W-9 form (dated and signed within last 12 months)
9. Applicant organization accomplishments/highlights – limit three (3) pages (optional)

**C. ALL APPLICANTS THAT ARE CAMDEN CITY BASED NON-PROFIT COMMUNITY ORGANIZATIONS WITHOUT 501(C)(3) TAX-EXEMPT STATUS MUST USE A FISCAL SPONSOR THAT IS A CAMDEN CITY BASED NON-PROFIT COMMUNITY ORGANIZATION WITH 501(C)(3) TAX-EXEMPT STATUS. BOTH THE CAMDEN CITY BASED NON-PROFIT APPLICANT AND THE FISCAL SPONSOR MUST SUBMIT ONE (1) COPY OF THE REQUIRED DOCUMENTS:**

- 1. Camden City based non-profit community organization must submit one (1) copy of the following:**
  - a. Fiscal Sponsorship Agreement letter between Applicant and Fiscal Sponsor
  - b. Applicant proof of non-profit status (ex. Organization Bylaws, Certificate of Incorporation, New Jersey Charities Registration, other documents indicating non-profit status)
  - c. Applicant most recent financial statements (audited financials if available)
  - d. Applicant annual operating budget
  - e. Applicant Board of Directors (including corporate and/or non-profit affiliations for each board member)
  - f. Applicant organization accomplishments/highlights – limit three (3) pages (optional)
- 2. Fiscal Sponsors for the Camden City based non-profit community organization applicant must submit one (1) Copy of the following:**
  - a. Fiscal Sponsor copy of IRS 501(c)(3) determination letter
  - b. Fiscal Sponsor most recent filed form 990, 990EZ, or 990-N (E-postcard) tax return
  - c. Fiscal Sponsor evidence of most recent New Jersey Charities Registration filing (issued within last 12 months) – for information visit: <https://www.njconsumeraffairs.gov/charities/>
  - d. Fiscal Sponsor Certificate of Good Standing - From the N.J. Department of Treasury (issued within last 12 months) – for information visit: <https://www.state.nj.us/treasury/revenue/standcert.shtml>
  - e. Fiscal Sponsor most recent financial statements (audited financials if available)
  - f. Fiscal Sponsor annual operating budget
  - g. Fiscal Sponsor Board of Directors (including corporate and/or non-profit affiliations for each board member)
  - h. Fiscal Sponsor organization W-9 form (dated and signed within last 12 months)

## **VI. EVALUATION**

### **A. EVALUATION OF PROPOSALS WILL INCLUDE:**

1. Does the proposal promote one of the Community Building Activities and promote the health and welfare of the community of Camden?
2. Does the proposal support Camden City residents only?
3. Will the proposal result in a positive community impact?
4. Does the proposal have measurable outcomes it seeks to achieve?
5. Does the proposal have a realistic implementation plan and timeline?
6. Is the budget realistic?

**B. Members of The Cooper Foundation Board of Trustees and The Cooper Foundation staff will not be permitted to discuss or vote upon the grant applications submitted if the Board member, staff, or his/her family member serves as a director, officer, employee, or volunteer for any applicant and/or Fiscal Sponsor that submits an application for consideration through the program.**

## VII. GRANT AWARDS AND TERM

### A. EXECUTED GRANT AGREEMENT

Organizations that are awarded funds will receive an award letter via email. As a condition of funding, grantees and Fiscal Sponsors are required to enter into a Grant Agreement with The Cooper Foundation for grant funds.

#### 1. Grant Agreement

Grant recipients will be required to sign a Grant Agreement describing the project and detailing the roles and requirements of all parties. The grant agreement must be returned **within 15 days** of the award letter notification.

#### 2. Fiscal Sponsor and Grant Agreement

If there is a Fiscal Sponsor, any organization carrying out the proposed project agrees to provide required information for reporting purposes, including but not limited to measurable outcomes, and information related to all grant expenditures, etc.

### B. GRANT TERM

1. The grant term will be defined in the Grant Agreement to be executed with The Cooper Foundation.
2. Grant awards will be for a term of 18 months. All funds must be spent within the 18 months.

## VIII. DISBURSEMENT OF FUNDS AND REPORTING

### A. DISBURSEMENT OF GRANT FUNDS

Grant awards will be distributed to grantees or the Fiscal Sponsor in the following manner:

1. Grants will be awarded in full within 30 days of the execution of the Grant Agreement.
2. The Cooper Foundation will not disburse grant funds unless all documentation required has been provided.
3. The Cooper Foundation reserves the right to withhold funds, if an interim report or supporting documentation is insufficient or grantee or Fiscal Sponsor is deemed non-responsive.

### B. RETURN OF FUNDS

Grant funds **not** used for the approved grant purpose or any funds not expended during the grant period must be returned to The Cooper Foundation.

### C. INTERIM GRANT STATUS REPORT

All recipients are required to submit an Interim Grant Status Report in the format provided with the Grant Agreement.

1. Interim Grant Status Report will be due six (6) months from the effective date of the Grant Agreement.
2. Documentation will be required to show the progress of the project, how the initial funds were spent, and supporting documentation for all grant expenditures to ensure that funds are used as intended (i.e., salary documentation, invoices, receipts, etc).
3. The Cooper Foundation reserves the right to request supplemental documentation related to any grant expenditures and to make site visit(s) to the location of the funded program to verify the use of its grant for the stated purposes.
4. Failure to submit an Interim Grant Status Report will result in ineligibility for future grant funding.

**D. FINAL GRANT REPORT**

All recipients are required to submit a Final Grant Report in the format provided with the Grant Agreement.

1. The final report will be due 45 days after the end of the grant term or project completion.
2. Documentation will be required to show the progress of the project, how the funds were spent, and supporting documentation for all grant expenditures to ensure that funds are used as intended (i.e., salary documentation, invoices, receipts, etc).
3. The Cooper Foundation reserves the right to request supplemental documentation related to any grant expenditures and to make site visit(s) to the location of the funded program to verify the use of its grant for the stated purposes.
4. Failure to submit a Final Grant Report will result in ineligibility for future grant funding.

**IX. GRANT ANNOUNCEMENTS AND PUBLICITY****A. PUBLICITY**

By submitting an application, the Applicant and Fiscal Sponsor consent to any announcement, press release, notification or other publicity The Cooper Foundation sends or generates regarding grant awards.

**B. ANNOUNCEMENT**

The Cooper Foundation will notify applicants of its decision via email and then post a list of the grant awardees on its website.

Grantees are encouraged to publicize the awards themselves through a press release, social media, newsletters, website or annual reports, and to acknowledge The Cooper Foundation support, in accordance with Section IX. C. below.

**C. PRIOR APPROVAL FOR GRANTEE AND FISCAL SPONSOR ANNOUNCEMENT OF GRANT AWARDS**

Grantees and Fiscal Sponsors are required to receive prior approval from The Cooper Foundation for any announcement, press release, social media posting, newsletter articles, website posts, or similar announcements of the grant award. All communications should acknowledge the support of The Cooper Foundation. Grantees and Fiscal Sponsors must send all drafts to The Cooper Foundation at [communitygrants@cooperhealth.edu](mailto:communitygrants@cooperhealth.edu) for review and approval.