

COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.  
1324 Belmont Avenue, Suite 401, Salisbury, Maryland 21804

**Nonprofit Technical Mini Grant Program**  
**Grant Guidelines, Instructions and Application Form**

Twice each year, the Community Foundation of the Eastern Shore awards Technical Mini Grants through its Nonprofit Support Program to a wide range of organizations, whose programs benefit health and human services, education, arts and culture, community affairs, environmental conservation, and historic preservation. The purpose of the program is to provide grants of up to \$1000 to nonprofit agencies for the purchase of equipment, attendance at training or other such resources necessary to enhance staff's capability. Grants are given to individual organizations. Generally, grants range in the \$100-\$1000 range.

**The standing deadline for application to the Technical Mini Grant Program is:**

- **July 20<sup>th</sup> for August distribution**
- **January 20<sup>th</sup> for February distribution**

*Applications received after the deadline, regardless of postmark, will not be considered. If the deadline is on the weekend, applications are due the following Monday.*

**Eligibility Criteria.**

To be eligible, an organization must be a designated 501(c)(3) nonprofit under the Internal Revenue Code and provide evidence of that designation. The organization must be located in and providing services for residents of the lower three counties of the Eastern Shore: Worcester, Wicomico, and Somerset. Governmental organizations/agencies and religious organizations are not eligible to receive Nonprofit Technical Mini Grants. **Please note that an organization is only eligible to apply to one Technical Mini Grant cycle per year.**

The Foundation identifies high priority needs and seeks opportunities where a relatively modest amount of grant money can make a significant difference in the organization's ability to accomplish its mission. Often our grants provide equipment, training, or short-term funding to meet new needs or demonstrate new solutions for old ones. We encourage projects that will strengthen staff effectiveness; thus the organization's ability to continue to provide critically needed services.

**Primary Considerations.** When evaluating applications, careful consideration is given by the Foundation to the following factors:

- The potential impact of the request on the viability of the organization
- The degree to which the grant will build the capacity of the organization
- The commitment of the organization's Board of Directors
- The extent of volunteer involvement and support for the organization
- The organization's fiscal responsibility and management qualifications
- The possibility of the use of this grant as seed money for matching grants from other sources
- The ability of the organization to obtain additional funding for the request
- The assurance from the organization of their ability to provide ongoing funding if needed

**Program Exclusions.** The Community Foundation's Technical Mini Grants Program does not make grants for:

- |                               |                       |
|-------------------------------|-----------------------|
| -Building campaigns           | -Operational deficits |
| -Operational support          | -Debt retirement      |
| -Sectarian religious programs | -Endowment funds      |
| -Fundraising campaigns        | -Program development  |

**COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.**  
**Technical Mini Grants Program**  
**Grant Application**

The Community Foundation accepts only complete applications in the format outlined below. **Please provide a cover letter** on the organization's letterhead and signed by the Executive Director. The cover letter should state the mission of the organization, a brief summary of the proposal, and the amount requested. The Community Foundation provides books on grant writing, *The Foundation Directory Online*, and other helpful resource materials at its Eastern Shore Nonprofit Support Center, 1324 Belmont Avenue, Suite 401, Salisbury, MD 21804.

**I. AGENCY INFORMATION:**

Proposals must be typed with pages numbered and must not exceed three single-spaced pages. **All pages of the proposal and attachments must be numbered (may be handwritten).**

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Year Agency Created: \_\_\_\_\_

President/Director/Chairman of Board of Organization: \_\_\_\_\_  
Please circle appropriate one.

Agency Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Amount Requested  
(up to \$1000): \_\_\_\_\_

Has your organization received a grant in the past from the Community Foundation?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Date(s): \_\_\_\_\_

Has your organization been denied a grant in the past by the Community Foundation?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Date(s) \_\_\_\_\_

**II. DEMOGRAPHIC INFORMATION:**

**Please complete the following section by selecting ONE response for each column. If "other" is selected, please specify the information.**

**Geographic area served by the organization:**

- \_\_\_ Somerset
- \_\_\_ Wicomico
- \_\_\_ Worcester
- \_\_\_ Lower Eastern Shore
- \_\_\_ Eastern Shore
- \_\_\_ Maryland

**Number of staff/volunteers this grant will benefit:**

- \_\_\_ less than 10
- \_\_\_ 11-25
- \_\_\_ 26-50
- \_\_\_ 51-100
- \_\_\_ 100+

**III. GRANT PROPOSAL**

1. Will this mini grant be used for: (check all that apply)  
*Purchases made prior to the grant application date are not eligible for funding.*

Equipment

Consultant

Training

Publication

Website

Other: \_\_\_\_\_

2. Briefly describe the specific purpose for which this grant is requested.

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3. How will this grant increase the capacity of your organization?

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4. How will this grant help you to accomplish your mission?

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**IV. ATTACHMENTS – For this application to be complete and eligible for consideration, all the following documents are attached. Give an explanation of any that are not attached and when they will be forwarded.**

Evidence that your organization is a 501c(3) organization under the Internal Revenue Code  
*Please note that a tax-exempt designation by the State of Maryland is not sufficient documentation.*

Estimate of expenses: price listing of equipment, contract for consultant, etc.  
*Purchases made prior to the grant application date are not eligible for funding.*

A copy of the agency's current operating budget.

A copy of the agency's most recent financial statement.

A copy of the meeting minutes showing Board support for this grant request/need.