

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

**National Volunteer Week 2010 Technical Assistance Program  
Grant Guidelines, Instructions and Application Form**

National Volunteer Week (NVW) is April 18-24, 2010 and the Community Foundation and ShoreCAN Volunteer Center are encouraging local nonprofit, faith-based, and community programs to promote service and volunteerism by offering opportunities to get involved in Community Clean Up and Neighborhood Improvement activities during NVW.

The purpose of the program is to provide grants of up to \$500 for the purchase of supplies and materials to support these projects. Grants are given to individual organizations but collaborative projects are encouraged. Generally, grants will range in the \$100-\$500 range.

**The deadline for application to the National Volunteer Week Technical Assistance Program is March 15<sup>th</sup> and funds will be awarded no later than April 1, 2010.**

*Applications received after the deadline, regardless of postmark, will not be considered.*

**Eligibility Criteria.**

To be eligible, an organization must be located in and providing services for residents of the lower three counties of the Eastern Shore: Worcester, Wicomico, and Somerset and must be implementing a volunteer activity during National Volunteer Week (April 18-24, 2010).

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

- The potential impact of the request on the proposed volunteer opportunity
- The degree to which the proposed project reflects the theme (Community Clean Up and Neighborhood Improvement)
- The extent of volunteer involvement and support for the organization
- The organization's fiscal responsibility and management qualifications
- Projects that encourage intergenerational efforts (adults and youth working together)\*

**Program Exclusions.** The National Volunteer Week Technical Assistance Program will not provide funds for:

- |                                     |                          |
|-------------------------------------|--------------------------|
| -Fundraising campaigns              | -Operational deficits    |
| -Salaries or stipends               | -Debt retirement         |
| -Sectarian religious programs       | -Endowment funds         |
| -Print/Television/Radio advertising | -Administrative expenses |

**Requests eligible for consideration may include, but are not limited to, garbage bags, gloves, paint, landscaping materials, refreshments for volunteers, etc.**

**\*Particularly creative projects involving multiple generations of volunteers may be recognized with additional monetary awards after the completion of National Volunteer Week activities. All projects are encouraged to promote their opportunities at [www.shorecan.org](http://www.shorecan.org) and projects do not have to receive a Technical Assistance Grant to receive an award for their intergenerational efforts!**

**COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.**  
**National Volunteer Week 2010 Technical Assistance 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).**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

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

Website: \_\_\_\_\_

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

Contact Person for this Project: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Amount Requested  
(up to \$500): \_\_\_\_\_

Has your organization received a grant(s) in the past from 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.**

**Number of volunteers this project will engage:**

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

**Geographic area served**

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

**III. GRANT PROPOSAL**

1. Briefly describe the volunteer opportunity that will occur during National Volunteer Week (be specific, dates, time, activities) for which this grant is requested.

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2. How will this grant be utilized to support the activity described above (be specific)?

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3. Who will oversee this project and what is their experience in volunteer recruitment and management?

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4. List anticipated expenditures for this request:

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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 or an active faith-based or community organization serving Somerset, Wicomico and/or Worcester County, Maryland

A copy of the agency’s current operating budget (please explain why if it is not included)

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