

Instructions for Completing the RCHCET Grant Proposal Summary: The summary page must be completed in full and submitted with **six (6) copies**. Please do not complete a line by referring to information found elsewhere in the grant packet. You may retype the summary page to complete it, but it must remain **only one (1) page long**.

Organization: Please enter the full legal name of your nonprofit as it appears on the IRS Letter of Determination of 501(c)(3) status, and supporting documentation if you now do business under another name.

Contact person: The person who can answer questions about the proposal. If that person's phone number and email is different from the general info for the organization, please provide it.

Geographic area served by organization: Some serve just Adams County, some serve a specific area of the county, others serve Adams County and beyond.

Population served by organization: Provide demographics.

Project budget: The total cost that the organization will incur to complete the project. This total should match the total on the Project Budget.

Amount of this request: Round to the nearest \$100. This should match the amount shown under Revenue and Expenses sections of the Project Budget in the RCH column.

Brief description of the project: Exactly what this project is or intends to do.

What will you do with the grant award? What the grant from the Robert C. Hoffman Charitable Endowment Trust will be used to pay for.

Adams County residents to benefit: Some projects serve more than one county. In those cases, how many *Adams County* people will directly benefit from the project? While services may be available to 101,000 people in the county, a smaller population will *directly* benefit. Please do not duplicate but describe your situation so that the full level of service is understood. For example: "100 unduplicated individuals will receive supplies for 10 meals per visit, with an average of 5 visits per year."

Narrative & Timeline: Use the formats provided.

Budgets: Submit an organization budget showing a 3-year comparison, and the project budget. (School districts, and organizations conducting a Capital Campaign, use the tabs provided specifically for you.) Revenues and expenses both must be shown. Edit/Adapt the line items to your needs. Project revenues are especially important because they demonstrate the support that has been raised for this project in the community. Designate whether revenue is *requested*, *pending* (anticipated, but without a guarantee), or *committed* (funds are in hand or letter of intent received from funder).

Board of Directors: Submit a list of the board of directors with their names (indicating gender with Mr. or Ms.), vocation, and town and county of residence. If retired, what was their occupation?

Questions call Edith Waldron (717) 334-3033 or email info@adamscountyworks.org

THE ROBERT C. HOFFMAN CHARITABLE ENDOWMENT TRUST

Guidelines

The Robert C. Hoffman Charitable Endowment Trust was a vision of Robert C. Hoffman. The Trust is guided by an Advisory Committee of Adams County residents and a representative of the Trustee. From the annual earnings of the Trust, the Committee approves grants to nonprofit organizations which serve the needs of the residents of Adams County. Applicants are encouraged to review the Robert C. Hoffman Annual Reports at adamscountyworks.org for an idea of the type and size of grants awarded. Applications are considered two times a year. Deadlines are January 31 and July 15. Applicants may submit no more than four (4) requests per fiscal year (8/1 to 7/31). If a grant was received in the most recent three grant rounds, an Interim or Final Report is required before a new proposal will be considered.

Mission Statement

The purpose of the Robert C. Hoffman Charitable Endowment Trust is to provide for the betterment of the citizens and organizations of Adams County, Pennsylvania and to benefit, promote and support religious organizations and institutions, education and vocational institutions and organizations, organizations dedicated to the prevention of abuse to children and to animals, helping the needy and underprivileged, "publicly supported" domestic charities, medical organizations, literary organizations, youth sports, and other similar organizations devoted to the promotion of social welfare and lessening the burdens of government.

Areas of Interest include:

- Religious entities for religious purposes
- Education and vocational education, public, private and parochial schools*
- Prevention of abuse to children
- Animal welfare
- Helping the needy and underprivileged
- Charities
- Medical causes
- Literary causes
- Youth sports
- Senior centers
- Historical property preservation
- Land conservation
- Capital campaigns
- Other causes which promote social welfare and lessen the burden of government

The Robert C. Hoffman Charitable Endowment Trust will not provide grants to:

- Organizations outside Adams County, unless it can be clearly demonstrated that Adams County residents will benefit from the funds requested
- Retire debt
- Fund raising events, endowment drives
- Heirs, personal representatives or other contributors to the Trust, or to any heirs, successors, or personal representatives of any estate of any other contributor to the Trust
- Individuals

Expenses charged against this grant for a one-time event may not be incurred prior to the grant authorization date.

*School districts must apply through their education foundations.

THE ROBERT C. HOFFMAN CHARITABLE ENDOWMENT TRUST

Process

Applications for grants under \$2,000:

- Complete the **Grant Proposal Summary** page of the Robert C. Hoffman Charitable Endowment Trust. Submit a signed original and six (6) copies of this page. The form may be retyped to accommodate the applicant.
- A **Narrative** of up to 3 pages, one-sided, 12 pt. type, single-spaced, on letter size paper, of additional supporting information.
- **501(c)(3)** letter from the **IRS**
- **Budgets** for the **project** and the **organization**
- List of **Board members** with each member's name, vocation, town, and county of residence.

Applications for \$2,000 or more:

- Complete the **Grant Proposal Summary** page of the Robert C. Hoffman Charitable Endowment Trust. Submit a signed original and six (6) copies of this page.
- A **Narrative** which includes an expanded explanation of the purpose of the organization, the description of the project and the use of the funds, and an evaluation process for the project. The narrative should be no more than 5 pages, one-sided, 12 pt. type, single spaced, on letter size paper. Include the headings as shown on page 5 at the beginning of each paragraph.
- A **Timeline** for implementation of the project (Please use form provided.)
- A **Budget** for the **project** (Please use budget form provided.)
- A **Budget** for the **organization** (Please use budget form provided.)
- A copy of the **IRS 501(c)(3)** determination letter, and any subsequent name change documentation.
- Current **BCO certificate** from Pennsylvania Bureau of Corporations and Charitable Organizations. (800) 732-0999
- Most recent Form **990** and independent **financial audit**, if available. An internally prepared financial statement may be provided if 990 and audit are not prepared. These may be stapled.
- List of **Board members** with each member's name, vocation, and county of residence. Mark the Executive Director as ex officio if they are a non-voting member of the board.

Notes:

- Use paper clips or binder clips rather than staples, binders or folders.
- The Trust will consider up to four proposals per organization each year.
- Please call (717) 334-3033 to request the RHCET Capital Campaign application packet if your request is for building or major renovation costs or equipment.
- Fire and emergency medical service providers should include in their narrative any efforts to consolidate or share resources. Proposals from fire companies for mandated upgrades will receive priority over other fire company requests.
- No hand deliveries will be accepted. Postmark on or before **January 31** for consideration in the Winter session, and on or before **July 15** for consideration in the Summer session.

Mail to: Edith Waldron, Grant Consultant
Robert C. Hoffman Charitable Endowment Trust
c/o Adams County Economic Education Foundation
1382 Biglerville Rd.
Gettysburg, PA 17325

Questions? info@adamscountyworks.org or (717) 334-3033

THE ROBERT C. HOFFMAN CHARITABLE ENDOWMENT TRUST

Narrative Format

Organization Overview (Brief)

- Mission, clients served (type and number), accomplishments, community support/collaborations and any supporting information about your organization.

Definition of the Project

- Briefly describe the project for which you are requesting funding.
- Complete the timeline form provided. Select the tab for fiscal or calendar year.

Need/Problem to be Addressed by the Proposal

- What is the community need this project will address?
- If you are serving a target population of people, such as students, what need of theirs are you addressing?

People & Other Inputs

- What people—specific staff or volunteers—will be involved in overseeing and implementing this project?
- How are they qualified to do this work?
- What other resources are needed – facilities, equipment and supplies?

Activities/Strategies

- How will you accomplish the desired outcomes? Measure staff activity.
- What specifically will you do (services) to accomplish the outcomes?

Program Outcomes

- What outcomes do you expect to achieve?
- What will be better or improved because of this project?
- Describe how outcomes will be measured. What standards have you established to measure benefits obtained by clients (indicators) and level of achievement of this project?
- How will you evaluate if, or how well, you accomplished your outcomes?

Funding

- What other sources will you go to for money or other resources for this project?
- If there are no other options, please explain.
- What funding will support this project in the future? Is it sustainable?
- How does your board financially support your organization?

Other

- If there is any other information you would like to offer to support your request, please include it here. Please do not send your organization's brochures.

Use these headings in your narrative. Submit one (1). Print one-sided. Single-spaced, 12-point type.

For grants under \$2,000, the narrative should be no more than 3 typed pages.

For grants of \$2,000 or more, submit up to 5 typed pages.

THE ROBERT C. HOFFMAN CHARITABLE ENDOWMENT TRUST

Proposal Checklist

Organization _____ Date _____

_____ Grant Proposal Summary (Submit the signed original plus 6 copies)

Submit one of each:

_____ Narrative

_____ Organization Overview

_____ Definition of the Project

_____ Need/Problem to be Addressed by the Proposal

_____ People & Other Inputs

_____ Activities/Strategies

_____ Program Outcomes

_____ Funding

_____ Other: _____

_____ Organization Budget (Use our form. Select the appropriate tab.)

_____ Project Budget (with both Revenue and Expense sections completed)

_____ Timeline* (Select the tab that works best for you – calendar or fiscal year)

_____ Audit/990/Financial Statement*

_____ Board List

_____ IRS 501(c)(3) Determination Letter

If none, submit your website screenshot and explain _____

_____ Pennsylvania Bureau of Corporations and Charitable Organizations (BCO) certificate*

Explain if exempt _____

_____ Other Items pertinent to your proposal may include: job descriptions, strategic plans, board resolutions, estimates, approvals, agreements, etc.

_____ Memorandum of Understanding (required for projects involving partnership or collaboration with other organizations)

_____ Interim Report on currently funded project (Required if you received RHCET funding in the past 3 grant rounds and have not yet submitted a Final Report. Call for the form.)

*Not required for requests under \$2,000.