

THE ROBERT C. HOFFMAN CHARITABLE ENDOWMENT TRUST

Process

Applications for grants under \$5,000:

- Complete the **Grant Proposal Summary** page of the Robert C. Hoffman Charitable Endowment Trust. Submit a signed original and one copy of this page. The form may be retyped to accommodate the applicant.
- A **Narrative** which includes an expanded explanation of the purpose of the organization, the description of the project, use of the funds, and an evaluation process for the project. The narrative should be no more than **3 pages** using the headings on pg. 4.
- A copy of the IRS 501(c)3 determination letter, and any name change documentation.
- A **Budget** for the **organization** (Please use budget form provided.)
- A **Budget** for the **project** (Please use form provided)
- A **Timeline** for the project (Use the form provided for either Summer or Winter application.) **Note: expenses for a one-time event may not be incurred prior to the grant authorization.**
- List of **Board of Directors** with each member's name and address.

Applications for \$5,000 or more:

- Complete the **Grant Proposal Summary** page of the Robert C. Hoffman Charitable Endowment Trust application. Submit a signed original and one copy of this page.
- A **Narrative** which includes an expanded explanation of the purpose of the organization, the description of the project, use of the funds, and an evaluation process for the project. The narrative should be no more than **5 pages** using the headings on pg. 4.
- A **Timeline** for the project (Use the form provided for either Summer or Winter application.) **Note: expenses for a one-time event may not be incurred prior to the grant authorization.**
- 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 name change documentation.
- Current **BCO certificate** from Pennsylvania Bureau of Corporations and Charitable Org.
- 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 and address.

Notes:

- **Use the checklist provided on pg. 5**
- Use paper clips or binder clips rather than staples.
- The Trust will consider up to two applications per organization per grant cycle each year.
- Please call (717) 334-3033 to request the Robert C. Hoffman Charitable Endowment Trust Capital Campaign application packet if your request is for building or major renovation costs.
- 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.**
- Postmark on or before **January 31** for consideration in the Winter session, and on or before **July 31** for consideration in the Summer session.

Mail to: Edith Cimino, 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

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 31. Applicants may submit no more than two (2) proposals per grant cycle each year. 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
- 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
- To 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
- Grants that are guaranteed for more than one year

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

Instructions for Completing the Robert C. Hoffman Charitable Endowment Trust Application

Grant Proposal Summary:

The summary page must be completed in full and submitted with **one copy**. 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 them.

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

Population served by organization: Provide demographics, age, location, need served.

Project budget: The total cost that the organization will incur to complete the project. This total should match the total shown 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 specific areas of the project will the grant from the Robert C. Hoffman Charitable Endowment Trust 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: Use the headings provided on pg. 4.

Timeline: Use the form provided for either Summer application or Winter application.

Budgets: Submit an organization budget showing a 3-year comparison, **and** the project budget. (School districts, and organizations conducting a Capital Campaign, use the forms 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 and addresses.

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

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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.

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.
- 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.
- If this is a continuing services what funding will support this project in the future? Is it sustainable?
- How does your board support your organization? Financially?

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 \$5,000, the narrative should be no more than 3 typed pages.

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

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Proposal Checklist

Organization _____ Date _____

_____ Grant Proposal Summary (Submit the signed original plus 1 copy)

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)

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

_____ Timeline (Select either Jan-Winter or July-Summer form)

_____ Audit/990/Financial Statement (**Not required for grants under \$5,000**)

_____ Board List

_____ IRS 501(c)3 Determination Letter

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

Explain if exempt _____

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

May need to submit:

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

_____ Interim Report on currently funded project (Required if you received Robert C. Hoffman Charitable Endowment Trust funding in the past 3 grant rounds **and** have not yet submitted a Final Report. Call or email for the form.)