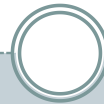


the Foundation

for Enhancing Communities



APPLYING FOR A GRANT

INSTRUCTIONS FOR TFEC'S ONLINE
APPLICATION PROCESS

Step 1: Grant Guidelines & Technical Assistance

Your organization is the applicant organization and all other questions on the app information relating to your organization and not the organization who is acting as

When uploading documents on the "Attachments" page of the Online Application:

- Upload the IRS 501(c)(3) determination letter of your Fiscal Sponsor.
- If applicable, upload the Board of Directors List for both your organization and
- If applicable, upload the most recent audit or financial statement from both Fiscal Sponsor.

Your application should also include a letter signed by the Executive Leader of the as your Fiscal Sponsor indicating their agreement to act as your Fiscal Sponsor. **required.** The letter should be mailed along with Letters of Support and Collabor

The organization acting as your Fiscal Sponsor will receive notification of whether awarded; if a grant is awarded they will be required to execute the Grant Agreement be sent to the Fiscal Sponsor to be allocated to your organization appropriately. You responsible for ensuring the funds are used as indicated in the original proposal.

PLEASE CLICK BELOW FOR THE APPLICATION:

[Perry County Community Foundation Grant Application](#)

If you have already started your application but have not submitted it, in to your account and resume where you left off.

You can Save and Finish Later at any time during the application process. But re the finished application prior to the deadline!

QUESTIONS?

[Frequently Asked Questions](#)

[Click here](#) for step by step instructions on how to apply using the new online appl

Contact: Jennifer Kuntch, Program Officer for Community Investment

Email: jkuntch@tfec.org

Phone: 717.236.5040

Begin by visiting www.tfec.org to familiarize yourself with the grant guidelines for each grant opportunity available through The Foundation for Enhancing Communities.

Applicants are invited to call Jennifer Kuntch, Program Officer for Community Investment, at 717.236.5040 to have a preliminary discussion about your project.

Next, click on the grant application link.

Step 2: Account Sign In



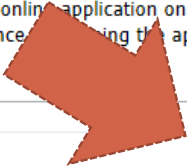
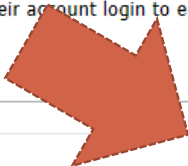
The **first time** you apply through TFEC’s online application process, please create an account by clicking “New Applicant?” It is suggested that the log in created is stored in a safe place and shared among all grant writers within your organization. All applications started and submitted through this log in will be saved and can be accessed again in the future. The email address associated with the account, as well as the password can be changed or updated in the future from your Account Log In.

If you have applied for a previous grant opportunity through TFEC’s online application system and have already created a username and password, please log in. If you forget your password, click “Forgot Password?”

Please Sign In

1. If you have never applied via TFEC's online application system, please use the **New Applicant** link below the e-mail box to create an account login.
2. If you have applied via TFEC's online application system previously and have already created an account log in, please enter your e-mail and password below.
3. If you are creating an online application on someone else's behalf, please use their account login to ensure proper distribution of future correspondence regarding the application.

E-mail Password

 [New Applicant?](#)  [Forgot Password?](#)

Step 3: 501(c)(3) Status




All applicants must be a registered 501(c)(3) or provide a valid IRS number for their fiscal sponsor.

[Contact Us](#) | [FAQ's](#) | [Step by Step Instructions](#) | [Exit](#)

Note: If you are not a registered 501(c)(3), and you will be using a Fiscal Sponsor for this project, please enter your Fiscal Sponsor's Tax ID Number to proceed.

Please enter your Tax ID:



Step 4: Eligibility Criteria



Applicants are asked a series of questions pertaining to their eligibility for the grant opportunity for which they are applying.

The screenshot shows a web application interface. At the top right, there are navigation links: [Contact Us](#) | [FAQ's](#) | [Step by Step Instructions](#) | [Exit](#). In the center, a large red arrow points to the text "Eligibility Criteria". Below the arrow, the question "Are you applying to the Perry County Community Foundation?" is displayed. Underneath the question is a dropdown menu with "Yes" selected. At the bottom of the form area is a "Next" button.

Step 5: Organization Contact Information



This section asks for basic information about the organization seeking a grant, including contact information for the Application Contact, Executive Leader, and Board President.

Award packets & denial letters are always sent to the organization's Executive Leader; however, general follow-up regarding the application, or evaluations after an award is made is sent to the Application Contact.

[Contact Us](#) | [FAQ's](#) | [Step by Step Instructions](#) | [Exit](#)

1 Organization Contact Information **Information** **3** Attachments **4** Review My Application

Organization Contact Information [Printer Friendly Version](#) | [E-mail Draft](#)

◆ Required before final submission

◆ Organization Name

◆ Web site address
If your organization does not have a website, please type NA.

◆ Address 1

Address 2

◆ City

◆ State ◆ Zip Code ◆ County

Fax
xxx-xxx-xxxx


◆ What is the primary discipline of your organization?

Step 6: Application Information



This section captures information about the specific project for which an organization is applying for funding, including the Title of Project, Project Start Date, Amount Requested from Foundation, and more. As a reminder, projects may not start sooner than 12 weeks after the application deadline.

[Contact Us](#) | [FAQ's](#) | [Step by Step Instructions](#) | [Exit](#)

1 Organization Contact  2 Application Information 3 Attachments 4 Review My Application

Application Information


[Printer Friendly Version](#) | [E-mail Draft](#)

◆ Required before final submission

◆ Application Category

◆ Title of Project

Word count 0 of 100

◆ Project Start Date
Projects may not start sooner than 12 weeks after the application deadline. Only projects with a start date of 05/20/16 or later will be considered for funding.
 

◆ Amount Requested from Foundation
The maximum grant award is \$3,500.

◆ Total Cost of Project
\$XXX,XXX.XX

◆ Total Organizational Budget
\$X,XXX,XXX.XX

◆ Organization Mission

Step 7: Attachments



This section provides instructions for uploading and submitting **required** materials. Your Proposal Narrative, Program Logic Model, Budget Worksheet, Board of Directors List, Most Recent Audit or Financial Statement, and IRS 501(c)(3) Determination Letter **must** be uploaded. Templates for the Proposal Narrative, Program Logic Model, and Budget Worksheet are available for download from this page. You **must** use TFEC's templates.

All other materials must be mailed or hand delivered to the Program Officer for Community Investment at The Foundation for Enhancing Communities by no later than 4pm by the grant application deadline. ***The documents must be received, not postmarked, by this deadline. Late applications will not be submitted to the committee for review.***

Contact Us | FAQ's | Step by Step Instructions | Exit

1 Organization Contact Information → 2 Application Information → **3 Attachments** → 4 Review My Application

Attachments

Printer Friendly Version | E-mail Draft

All application materials (both online and mailed or hand delivered) are due by 4:00pm on the proposal deadline. The online application will no longer be available after 4:00pm on the proposal deadline. All applications **MUST** be submitted prior to this time. **Application materials will not be accepted after 4:00pm on the proposal deadline. If your application is incomplete or incorrect it will be eliminated from consideration.**

In conjunction with submitting your completed application online, the following documents must be mailed or hand delivered to Jennifer Kuntch at The Foundation for Enhancing Communities; 200 N. 3rd Street, 8th Floor; PO Box 678; Harrisburg, PA 17108-0678.

Checklist & Signature Page with original signatures*: [Click here](#) to download the Checklist & Signature Page.

Step 8: Review My Application



On this page, Organizations are able to review the application, correct any errors and submit the completed application to TFEC.

[Contact Us](#) | [FAQ's](#) | [Step by Step Instructions](#) | [Exit](#)

1 Organization Contact Information > 2 Application Information > 3 Attachments > **4 Review My Application**

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Organization Contact Information

[Printer Friendly Version](#) | [E-mail Draft](#)

◆ Required before final submission

◆ Organization Name

◆ Web site address
If your organization does not have a website, please type NA.

◆ Address 1

Address 2

◆ City

◆ State ◆ Zip Code

◆ County

Fax
xxx-xxx-xxxx

◆ What is the primary discipline of your organization?

Reminders



Fields marked with a red diamond are required before final submission.

You can Save and Finish Later at any time during the application process. Remember, you must submit the finished application prior to the deadline!

Some applications may differ from the specific pages shown in this document, but they all follow the same general guidelines.

The screenshot shows a web form with the following fields and controls:

- First Name**: Text input field with a red diamond icon to its left.
- Last Name**: Text input field with a red diamond icon to its left.
- Title**: Dropdown menu with "Board President" selected and a red diamond icon to its left.
- E-mail Address**: Text input field with a red diamond icon to its left.
- Phone**: Text input field with a red diamond icon to its left and a placeholder "xxx-xxx-xxxx".
- Extension**: Text input field with a placeholder "xxxxx".
- Save & Finish Later**: Button.
- Next**: Button.

Two large red arrows point to the "Last Name" field and the "Save & Finish Later" button.

Need Help?



Organizations are encouraged to review TFEC's frequently asked questions for guidance, or contact the Program Officer for Community Investment for assistance by clicking on "Contact Us."

You can also access this document at any time by clicking on "Step by Step Instructions".

theFoundation
for Enhancing Communities

[Contact Us](#) | [FAQ's](#) | [Step by Step Instructions](#) | [Exit](#)

1 Organization Contact Information | 2 Application Information | 3 Attachments | 4 Review My Application

Organization Contact Information | [Printer Friendly Version](#) | [E-mail Draft](#)

◆ Required before final submission

◆ Organization Name

◆ Address 1

Web site address

Address 2

2016 Grantmaking Deadlines



Grant guidelines and application materials are available online approximately eight (8) weeks prior to the application deadlines. Technical assistance is available up to one week prior to the application deadline.

Arts for All Partnership | May 27

Service area: Cumberland, Dauphin, Franklin, Lebanon, Perry, and the Dillsburg Area of Northern York counties and/or located within 20 miles of center city Harrisburg

Funding priority: Programs designed to integrate cultural appreciation in the everyday lives of underserved audience; most interested in proposals that will increase access to the arts.

Camp Hill Community Foundation | March 4

Service area: Camp Hill

Funding priority: Arts & Culture, Community Development, Education, Environment, and Health & Human Services

Emerging Philanthropist Program | TBD

Service area: TBD

Funding priority: TBD

Franklin County Foundation | August 29

Deadline: August 24, 2015

Service area: Franklin County

Funding priority: Arts & Culture, Community Development, Education, Environment, and Health & Human Services

Family & Children Services of Lebanon County | April 1

Service area: Lebanon County

Funding priority: Social service agencies in support of projects which serve families and children

Greater Harrisburg Foundation

Service area: Cumberland, Dauphin, Franklin, Lebanon, Perry, and the Dillsburg Area of Northern York counties

Our Challenge for Giving | October 28

Funding priority: Arts & Culture, Community Development, Education, Environment, and Health & Human Services

Early Childhood Education Strategic Initiative | TBD

Funding priority: Kindergarten readiness for children ages 3-5 who are not in pre-school settings and may, for multiple reasons, have barriers to attendance.

2016 Grantmaking Deadlines



Grant guidelines and application materials are available online approximately eight (8) weeks prior to the application deadlines. Technical assistance is available up to one week prior to the application deadline.

Marty Sacks | September 2

Service area: Cumberland, Dauphin, and Perry counties

Funding priority: Youth and family oriented programs and services that are consistent with the mission of the applicant organization

Mechanicsburg Area Foundation | August 29

Service area: Mechanicsburg

Funding priority: Arts & Culture, Community Development, Education, Environment, and Health & Human Services

Perry County Community Foundation | February 26

Service area: Perry County

Funding priority: Arts & Culture, Community Development, Education, Environment, and Health & Human Services

The Kids Trust | April 1

Service area: Cumberland, Dauphin, Franklin, Lebanon, Perry, York, and Lancaster counties

Funding priority: Programs and services for young children who are living with physical or emotional abuse, or neglect

Whitaker Fund for Science and Math | May 6

Service area: Cumberland, Dauphin, and Perry counties

Funding priority: Programs and projects that address Math & Science proficiency

Women's Fund | October 7

Service area: Cumberland, Dauphin, Franklin, Lebanon, and Perry counties

Funding priority: Programs and projects that advance the lives of girls and women by providing opportunities to develop economic self-sufficiency, provide health programs for women and girls, or promote the education of women and girls

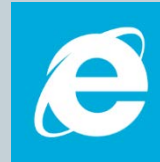
Connect With Us



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@tfechbg



/+TheFoundationforEnhancing
CommunitiesTFECHarrisburg