

FUNDING APPLICATION

All completed grant applications are due by 5:00 p.m., December 18, 2009. Applications submitted after the deadline may not be accepted. Submit **ONE ORIGINAL and 10 copies** of application & appendices to: **Johns Hopkins Neighborhood Fund, Office of Work, Life & Engagement, Johns Hopkins at Eastern, 1101 East 33rd St. - Suite C100, Baltimore, MD 21218 (or submit electronically to: jeffpratt@jhu.edu)**

The Johns Hopkins Neighborhood Fund was developed to assist community-oriented organizations by maximizing the most of the significant volunteer and financial contributions of Johns Hopkins entities and their employees in five key areas: *Community Revitalization, Education, Employment, Health and Public Safety.*

Eligibility for one-year funding – the agency must:

- Hold a 501(c) (3) tax code designation, or use a 501(c)(3) as a fiscal agent.
- Be associated with Johns Hopkins through institutional involvement or affiliate (employee, retiree or student).
- Deliver the services noted above to the communities near Johns Hopkins campuses – within the “Live Near Your Work” program boundaries and/or a ¾ mile radius of a Johns Hopkins campus that participate in the annual United Way of Central Maryland campaign. Please see map and listing of eligible communities online at <http://web.jhu.edu/uw> - click on the Neighborhood Fund link.
- Submit its application through an affiliate of Johns Hopkins.

Johns Hopkins Neighborhood Fund is soliciting proposals through an open and competitive process. Nonprofit organizations located within the parameters noted above are encouraged to submit a funding application. The decision of Johns Hopkins regarding approval and denial of funding requests is final.

Timeline for 2010 Funding Cycle

December 18, 2009 at 5:00 p.m.: Application Submission Deadline

January 2010: Johns Hopkins Neighborhood Fund Allocation Committee Review of Applications

February 2010: Notifications made and Grant Agreements signed by agencies to receive funding

March 2010: Funds to be distributed

December 31, 2010: All funds expended

Granted funds should be expended by December 31, 2010. Thanks to the generosity of Johns Hopkins employees during the 2008 campaign, over \$200,000 is expected to be available for distribution in 2010. Grant applications are encouraged in varying amounts.

Organizations requesting funds from the Johns Hopkins Neighborhood Fund shall adopt policies and shall operate without discrimination on the basis of age, race, religion, sex, sexual orientation, ethnic origin, economic status or handicap. Funded organizations shall develop and implement plans of positive action to achieve equal employment opportunities for all persons filling their staff positions.

Given the current and anticipated economic climate, during the 2010 grant period, applications requesting funds for capital projects and salaries will be considered.

- For capital projects, 100 percent of the grant funds must be fully expended by December 31, 2010 for the purpose specifically designated in the grant application. Strong evidence must be provided that the capacity exists to complete the overall project in a timely manner for which the grant funds will be used. Please provide a very brief description of the capital project itself, its need, the timing to complete the project and its current status, and the amount and level of commitment from all financing sources.
- For salaries, please provide a very brief description of the position being funded (role and responsibilities, desired outcomes, history, and relationship to overall operations of supporting organization), total cost to support the position, associated funding sources and their level of commitment, and a demonstrated capacity to fund the balance of the position (including, if applicable, benefits and operations support (e.g., implementation budget, phone, computer, etc.) through 12/31/10.

Funds will not be awarded to/for the following:

- Programs contrary to policies of Johns Hopkins or United Way of Central Maryland.
- Any political campaign directly, on behalf of, or in opposition to any candidate for public office, legislation, policy and/or the lobbying of governmental action.
- Submissions that are incomplete, unsigned and/or do not provide specified budget data.

DIRECTIONS – APPLICATION AND APPENDICES MUST BE:

1. Typed or computer printed only on standard letter sized paper (8.5"x11"), with 1" margins, in 12 point font, double spaced, and consisting of no more than 6 pages plus appendices; no handwritten applications will be considered.
2. Include the name of the organization and page number at the top of each page.
3. Use the format provided to include numbering and labeling of each section.
4. Printed on white paper and stapled; no binders, folders or protective covers will be accepted.
5. Each section must be thoroughly completed – incomplete applications will not be considered.
6. Signed and dated by organization's executive director (include person's exact title).
7. A description of the association between the Johns Hopkins affiliate sponsoring the application, and the organization must be identified, including the affiliate's name, signature, department & title.
8. Programs not meeting grant requirements will not be considered.
9. Submission of application form should not be interpreted as an indication of likely support.
10. Questions regarding the application process should be directed to Jeff Pratt via email at jeffpratt@jhu.edu or by phone, 443-997-6060.

Answers to sections I and II, including the brief narrative summary, must be in the format provided, all on the same page, and cannot exceed one typewritten page.

I. APPLICANT INFORMATION

Name of Organization:			
Mailing Address:			
Executive Director:			
Contact Name:			
Contact Title:			
Contact Phone #:		Fax #:	
Contact Email:			
Federal Employer ID #		Website:	

II. EXECUTIVE SUMMARY

Program to be Funded:			
Total Program Budget	\$	Amount Requested:	\$
Please list all program funding sources and their commitment level	Source	Amount (\$)	Level of Commitment

Provide a brief narrative summary of the program (limited to the space below).

Answers to questions III, IV, V, and VI must not exceed four typewritten pages.

III. ORGANIZATION BACKGROUND AND ACCOMPLISHMENTS:

- A. Provide a brief history of your organization (year incorporated, services offered, incorporated status, board/staff structure, etc.).
- B. Provide your organization's mission statement.
- C. List your organization's most recent major accomplishments.
- D. List the primary supporters of your organization and the type of support provided by each.

IV. STATEMENT OF NEED (for applicant program only):

- A. Explain the problem(s) your organization has identified and proposes to address.
- B. Describe the population in need of the program (how many people in the target area are affected by the problem, how many people are expected to be served by this program, data you have to support this).
- C. State geographical area where your organization proposes to deliver service(s). If the population served does not reside within the community of service delivery, please note such.

V. PROGRAM DESIGN, GOALS AND OBJECTIVES:

- A. Describe the program you are applying for & how it will address the problem described in Section IV. Is this a new or existing program? Is the program innovative or unique? If yes, how?
- B. Describe the staffing plan for the program.
- C. List the goals of the program (include long-range benefits the program is attempting to achieve).
- D. List objectives of the program that will achieve the goals listed (specific results/program activity outcomes).
- E. Describe the outcomes for the program and how they will be measured.

VI. FUNDING IMPACTS:

- A. Will the program match or leverage other financial and/or non-financial services? If so, please describe.
- B. How will the program be funded after the Johns Hopkins Neighborhood Fund one-year grant?
- C. What benefits beyond the principal stated objective will the program leverage?

VII. FINANCIAL:

- A. Provide complete information using the budget format provided.
- B. List any pending or committed funds for this program.
- C. State any requirements for launching and/or completing the program not included in grant application, such as permits, licenses, use of facilities, etc.

VIII. APPENDICES

1. List organization’s board members, their responsibilities and affiliations. Describe the board’s financial support of the organization (percent contributing) for the most recently completed fiscal year.
2. A copy of the organization’s current IRS determination letter (or the fiscal agent’s) indicating 501(c)(3) tax-exempt status.
3. A copy of the organization’s registration with the Charitable Organization Division of the Office of the Secretary of State for the State of Maryland, or indicate the reason for exemption.
4. Copy of the organization’s most recent annual report. If not available, explain.
5. Copy of last full financial audit if available. If not, include a copy of current IRS 990 form.
6. If this request includes partner organizations, please provide a copy of a Memorandum of Understanding or a description of the roles and responsibilities for each organization that is signed by all parties.
7. Please describe any current and past affiliation(s) among staff, board members or volunteers at your organization and Johns Hopkins, including dates and events.
8. Each grant recipient shall sign a certification, in compliance with the spirit and intent of the U.S. Patriot Act and other counterterrorism laws, representing that the recipient will use its receipts from the Neighborhood Fund in compliance with all applicable anti-terrorist financing and asset control laws, statutes, executive orders and guidelines.

I submit that the information provided in this application is accurate and that all funding will be used for the program described in this application. I understand that I may be required to submit additional documentation if requested. I acknowledge that if the grant is awarded, a final report is required including outcomes and expenditure of funds.

Signature of Executive Director

Date

Name of Executive Director - **PRINTED**

Title of Executive Director - **PRINTED**

Responsibility Statement – as an affiliate of Johns Hopkins, the person sponsoring this application holds no responsibility to the outcome of this process or the program should it be funded through the Johns Hopkins Neighborhood Fund.

Signature of Johns Hopkins Affiliate

Date

Name of Johns Hopkins Affiliate - **PRINTED**

Title/Department

