

**Hurricane Maria Puerto Rico Relief Fund**

PROPOSAL FORMAT TO APPLY FOR FUNDING FOR NONPROFITS IN

NEW BRITAIN, BERLIN, PLAINVILLE AND SOUTHINGTON CONNECTICUT

The Community Foundation of Greater New Britain (CFGNB) and the American Savings Foundation (ASF), with leadership by State Representative Bobby Sanchez of New Britain, New Britain Mayor Erin Stewart and HRA of New Britain together established the Hurricane Maria Puerto Rico Relief Fund at the Community Foundation in September of 2017 immediately following the devastation caused by Hurricane Maria when it impacted Puerto Rico. A portion of the fund will be used to make grants to agencies and organizations in the Greater New Britain, Connecticut area to assist with the relocation of Puerto Rico residents temporarily displaced following the devastation and with their return to Puerto Rico.

Proposals should summarize the project for which funding is sought by responding to the questions below. Maximum length is three pages. A Proposal may be submitted at any time and is required before the Relief Fund committee will consider a request. Requests cannot exceed $5,000 and will be considered on a rolling basis as funds allow. The Foundation’s eligibility requirements are noted here.

*We make grants to non-profit organizations that have tax-exempt status under Section 501(c)(3) of the United States IRS Code or that are a qualified entity eligible to receive grants from community foundations under the IRS Code.*

**Applicant Agency Information to Be Completed on This Page:**

1. Name and address of agency:
2. Federal Tax ID # of the 501(c)(3):
3. Name of Executive Director, phone and email:
4. Primary contact’s email and phone number:
5. Title of program/project:
6. Town(s) being served this program/project:
7. Amount requested:
8. Program/project budget:
9. Organization's annual budget:
10. Fiscal year:   /  /     to   /  /\_\_\_\_
11. Period of time in which funds will be spent:   /  /     to   /  /\_\_\_\_

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**Signature of individual with fiduciary responsibility Date**

(Such as executive director, board chair)

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**Proposal Narrative: (May include requests for equipment or supplies)**

1. Briefly describe the agency, the population it serves, and its capacity to help individuals and families displaced from Puerto Rico, and those who have been affected by Hurricane Maria locally.
2. What is the increased or new demand you are seeing?
3. Tell us the purpose of your grant request.
4. Is this a new or existing program?
5. How will funds requested be used to meet this demand? Please provide us with a project budget, any additional funding sources, and preferred timetable.
6. What population (age, demographics, etc.) and/or condition will this project improve?
7. How many people will be helped?
8. What outcomes will be achieved and how will success be measured?

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Send your proposal to: David J. Obedzinski, President - Community Foundation of Greater New Britain 74A Vine Street, New Britain, CT 06052 or email to kduncan@cfgnb.org.

**NOTE:** The Community Foundation of Greater New Britain does not consider applications to constitute confidential information.   We may discuss organizations or grant inquiries with other funders, individuals identified within the application, outside experts, and other appropriate people in the community.  Information you consider to be confidential or proprietary should not be included in your application.

*Community Foundation of Greater New Britain*

[*www.cfgnb.org*](http://www.cfgnb.org)

*American Savings Foundation*

[*www.asfdn.org*](http://www.asfdn.org)