

74A Vine Street, New Britain, CT 06052, USA

**Hurricane Maria Puerto Rico Relief Fund**

PROPOSAL FORMAT TO APPLY FOR FUNDING FOR PROGRAMS IN PUERTO RICO

In September of 2017, immediately following the devastation caused by Hurricane Maria, community leaders in New Britain Connecticut came together to help families that were impacted in both the Greater New Britain area and on the Island.

The Community Foundation of Greater New Britain and the American Savings Foundation, with leadership by Connecticut State Representative Bobby Sanchez of New Britain, New Britain Mayor Erin Stewart and the region’s Community Action Agency (Human Resources Agency of New Britain) together established the Hurricane Maria Puerto Rico Relief Fund at the Community Foundation.

A majority of the grants from this fund will go directly to Community Action Agencies and other appropriate organizations located in Puerto Rico whose mission is to assist families in the community which includes victims of the Hurricane after the emergency efforts end.

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. Requests for programs in Puerto Rico cannot exceed $10,000 and will be considered on a rolling basis as funds allow. The Foundation’s eligibility requirements are noted here.

***REQUIREMENT****: Only requests from a non-profit organizations that has 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, physical address, website, and mission 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)/Regions of Puerto Rico 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   /  /\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**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, its history, the population it serves, and its capacity to help individuals and families who have been affected by Hurricane Maria locally.
2. Tell us the purpose of your grant request. Please note that in the case of a capital grant proposal we may require additional information following the submission of the initial proposal.
3. Is this a new or existing program or a new or existing structure/equipment that needs a capital grant?
4. How will funds requested be used to meet this demand? Please provide us with a project budget, any additional funding sources, partnerships with other agencies, other commitments to date, and preferred timetable.
5. If applicable, how will the project continue once the grant is complete?
6. What population (age, demographics, etc.) and/or condition will this project improve?
7. How many people will be helped and in what area of Puerto Rico?
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)