



## Giving Circle Grant Guidelines (2023)

The [Giving Circle](#) is Centre Foundation's membership-based group of community-minded individuals who pool their resources to support dynamic programs and projects in Centre County. The group meets at an annual reception to vote on which of three finalist organizations will receive a \$10,000 grant.

Since its inception in 2006, members of the Giving Circle have distributed \$220,000 in grants to support programs and projects throughout Centre County.

### Eligibility

- This opportunity is open to 501(c)(3) nonprofit charitable organizations.
- Funding must be used to support programs/projects in Centre County, Pennsylvania that comply with Centre Foundation's [Nondiscrimination Policy](#).
- If selected as a finalist, one or two representatives from the applicant organization must be available to attend the Giving Circle reception on October 17.
- If awarded, funding from this grant must be spent by December 31, 2024.
- Organizations that received a Giving Circle grant of any amount in 2022 must skip one year before re-applying.

### Important Dates

- **Tuesday, July 11, 2023** – Giving Circle online grant application form opens.
- **Thursday, August 24, 2023 at 11:59 pm** – Deadline to submit an application.
- **Friday, September 22, 2023** – Giving Circle members will review submitted applications and vote to determine which three applicants will advance as finalists. Applicants will be notified as to whether they are advancing on September 22, 2023.
- **Tuesday, October 17, 2023** – Finalists are required to attend and present seven-minute pitches to the full membership at the Giving Circle reception. During the reception, one \$10,000 grant and two runners-up grants will be awarded that night based on a final vote by Giving Circle members.

## Instructions

**Due Date:** Applications are due by 11:59 pm on **Thursday, August 24, 2023**. Applications must be submitted through [Foundant](#), Centre Foundation's online application portal, Please do not email, fax, physically mail, or hand-deliver your proposal. Application questions can be found at the end of this document.

**Budget:** The online application requires a detailed budget. Please specify how requested grant funds will be used. Be detailed (i.e., 25 calculators @ \$10 each = \$250.00). You may download and use this [simple Excel budget template](#).

**Notification:** Giving Circle members will review submitted applications and vote to determine which three organizations will proceed as finalists. Applicants will be notified as to whether they are advancing as finalists on September 22, 2023.

**Tie-Breaking:** In the event of a tie during the initial round of voting, finalists will be chosen by random selection; In the event of a tie during the final vote at the reception, there will be an additional tie-breaker vote during the event.

**Reporting:** Organizations that receive Giving Circle funding are required to attend an Impact Celebration hosted by Centre Foundation in Summer 2024 to provide an update on the grant to the Giving Circle.

## Foundant Grant Portal

[Foundant](#) is Centre Foundation's new grant management portal. This portal allows users to view, edit, and submit grant applications and related documents. If you already have an account, click the green button below, enter your email address and password, and click the blue "Log On" button.

If you do not already have an account, click the green button below and click the grey "Create New Account" button to register. For instructions on creating a new account, please view this [Applicant Tutorial](#) which includes a step-by-step guide and video demonstrations.

If you need any assistance or are unsure whether you already have an account, please contact Rachael Hartman, Community Impact Director, at [rachael@centre-foundation.org](mailto:rachael@centre-foundation.org) or call (814) 237-6229.

[Click Here to Access Foundant](#)

# Giving Circle Grant Application Questions (2023)

## *Organization Information*

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### **Organization Website**

*Character Limit: 100*

### **Year Organization Was Founded\***

*Character Limit: 4*

### **Organization's Mission Statement\***

*Character Limit: 350*

## *Request Narrative*

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### **Project Name\***

Name of Project (10 words or less)

*Character Limit: 100*

### **Project Summary\***

Please provide a brief summary (1-2 sentences) of your proposed project as you would give to potential donors.

*Character Limit: 350*

### **Purpose and Need\***

Please describe the nature of your proposed project in detail, including:

- What needs, problems, or challenges the project will address in Centre County
- How the project will address those needs
- What other organizations or entities, if any, will be collaborating on this project

*Character Limit: 2500*

### **Goals and Outcomes\***

Please describe the goals of your proposed project in detail, including:

- The approximate timeframe in which activities for the project will occur
- The anticipated outcomes and/or overall impact of the project
- The estimated number of individuals and population that will be served (including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language as applicable)

- How you plan to measure the results of the project

*Character Limit: 2500*

### **Community Participation\***

Please describe how you have sought, or plan to seek, input from the people who will be served by this grant. Please include how members of the community are involved with the development and/or implementation of this project, if applicable.

*Character Limit: 1000*

### **Numbers Served\***

What is the estimated number of individuals that will be served by this program/project during the grant period?

*Character Limit: 5*

### **Ages Served\***

Which age group(s) will be served by this program/project?

#### **Choices**

0-5

6-17

18-25

26-65

65+

N/A

## *Request Budget*

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The Giving Circle provides funding for three finalists: a grand prize of \$10,000 (at minimum) and two smaller grants for the runners-up. The final grant amounts vary depending on membership levels each year. Please answer questions in this section with the \$10,000 amount in mind.

### **Total Estimated Cost of Project\***

*Character Limit: 20*

### **Project Expenses\***

Please describe the expenses related to this project, including how you would use the grant funds requested in this application. Include a detailed line-item budget with specific categories/descriptions and estimated amounts below.

*Character Limit: 3000*

### **Project Revenue\***

Please describe any potential and actual sources of revenue related to this project beyond the funds requested in this application. Include funding and/or in-kind contributions from

individuals, corporations, governments and/or other foundations and estimated amounts below. If not applicable, type "N/A".

*Character Limit: 3000*

### **Optional: Upload Budget**

You may upload a copy of your project budget, but you are not required to do so. [Click here to download simple budget Excel template.](#)

*File Size Limit: 2 MB*