



## INSTRUCTIONS FOR APPLYING TO THE NEIL AND LOUISE TILLOTSON FUND

### **Geographic Area Served**

The Neil and Louise Tillotson Fund has a preference for programs that benefit Coos County, New Hampshire as well as bordering communities in the United States and Canada. The Tillotson Fund considers applications that include these bordering communities as a significant part of a larger regional or international effort. Tax-exempt organizations and municipalities serving the MRC of Coaticook, Quebec are encouraged to apply.

### **General Eligibility**

Organizations recognized as tax-exempt by the IRS or CRA are eligible, including US nonprofit organizations with 501(c)(3) status, Canadian organizations with qualified donee status, tax-exempt public agencies, schools and municipalities. Other community groups and organizations which do not have US or Canadian tax-exempt status may apply for funding if a 501(c)(3) organization, municipality or public agency acts as their fiscal sponsor.

### **Grant Types and Amounts**

The Neil and Louise Tillotson Fund supports: specific projects and initiatives; leadership development and organizational capacity building; unrestricted and operating expenses; planning, evaluation, and technical assistance; and capital expenses. The Tillotson Fund awards grants up to \$300,000 (\$100,000 annually for three years).

There are two grant programs and processes:

- Local Grants Program – requests up to \$20,000.
- Large Grants Program – requests between \$20,001 and \$300,000. Multi-year grants (up to \$100,000 a year for three years) will be considered for work that spans longer than 12 months.

### **Principles of Long-term Investment**

The Neil and Louise Tillotson Fund is guided by the following long-term investment principles:

- Investing in organizations poised to take a leadership role in addressing regional priorities
- Strengthening grassroots as well as larger regional organizations and connecting local institutions with regional initiatives
- Using leverage to multiply the Fund's investment and inspire local financial support, volunteerism and state and federal grants.

## **GRANT PROGRAM GOALS**

The Neil and Louise Tillotson Fund's Grant Program focuses on strengthening communities and deepening people's connections to one another and the region.

The goals of Tillotson Fund are to:

- Revitalize population hubs and strengthen community gathering places;
- Enrich people's sense of place through connection to their communities and one another;
- Promote and enhance cultural and social assets throughout the region;
- Enhance the region's natural resources by promoting sustainable use of the region's forests, farms and waterways;
- Address gaps in basic needs for underserved, low-income residents.

### **Grant Program Priorities** (applies to all applicants)

The Tillotson Fund gives priority to organizations and programs which:

- Support vibrant and walkable downtowns, community gathering places, cultural enrichment and revitalize existing infrastructure;
- Strengthen town and community planning efforts that incorporate smart growth principles and actively engage a wide variety of residents and stakeholders;
- Increase opportunities for positive youth development and youth-led programming;
- Ensure that all residents, particularly those with low-incomes, have access to affordable, fresh and locally produced foods;
- Ensure that the region's rural landscapes are healthy, intact and available for public use and long-term community benefit.

For applicants requesting more than \$20,000, the Tillotson Fund gives preference to applicants who:

- Work together across multiple departments, organizations, sectors, or towns;
- Enable communities within a sub-region or region to work together more effectively;
- Connect individual organizations and programs with regional, statewide or international initiatives;
- Demonstrate effectiveness or have an evaluation plan to measure impact; and
- Leverage resources including public and private funding.

### **Proposal Review Criteria**

The Neil and Louise Tillotson Fund responsive grant program is competitive. Successful applicants must demonstrate:

- Direct connection between the Tillotson Fund grant program goals, priorities and outcome(s).
- Organizational capacity with an achievable plan for implementing and sustaining the work.

- Local community support.
- Effective partnerships and coordination with similar initiatives.

### Capital Needs Criteria

Applicants are strongly encouraged to contact staff prior to submitting an application for a capital project. The Neil and Louise Tillotson Fund has a preference for capital projects that request middle or last dollars. Successful applicants will demonstrate:

- A well-developed building/renovation plan which includes a financial plan for capital expenses as well as ongoing operations and maintenance;
- A diverse mix of financial support for the capital project and ongoing operations;
- A broad base of community support; and
- A committed staff and/or board of directors with the capacity to implement the plan.

### HOW TO APPLY

The Neil and Louise Tillotson Fund generally makes no more than one grant at a time to any organization and prefers to review no more than one proposal at a time from any agency. If you submit a request that is not funded, you may reapply again during the next grant cycle. You are strongly encouraged to contact staff prior to re-submitting a proposal.

All application materials must be submitted in English.

### LOCAL GRANTS PROGRAM (requests up to \$20,000)

All applications must be submitted via our online grant portal GrantSource. We will no longer be accepting paper or emailed applications.

- **Executive Summary:** Please describe in detail the proposed project or program, its importance and the results you expect.
- **Community Need or Opportunity:** Describe the need or opportunity including qualitative and quantitative data as appropriate. If other organizations address a similar need, describe your organization's differences and plans for partnership.
- **Project Description:** Describe the proposed project or program including major activities, key people involved and the timetable for the work.
- **Goals:** Describe how your program advances one or more of the goals or priorities of the Tillotson Fund?
- **Describe your Qualifications:** Briefly describe your organization qualifications to carry out the grant purpose. Provide a brief description of your current programmatic priorities and organizational goals.
- **Sustainability:** If this work is on-going, how will you sustain the work beyond this grant? If it is not ongoing, how does it advance organizational goals and/or create lasting community benefit?
- **Collaborating and Cooperating Organizations:** Please list any collaborating or cooperating organizations including the organization name, contact name, contact role, phone number and email address.

- **Additional Information:** Is there any other relevant information about this project not captured in the other questions?
- **Financial Plan:** Describe what part of the work you plan to support with these grant funds. Have you pursued other sources of funding to support the work? Please indicate if these additional funds are already committed and/or in-kind.

For applications up to \$20,000 the process is as follows:

1. Program staff review applications for completeness.
2. The Neil and Louise Tillotson Fund Local Grants Committee approves or declines applications based on their ability to meet the goals and priorities of Fund.
3. The Neil and Louise Tillotson Fund Advisory Committee approves grant recommendations at regularly scheduled meetings.
4. Applicants are notified of decisions by mail within three months of applying.

### **LARGE GRANTS PROGRAM (requests between \$20,001 and \$300,000)**

All applications must be submitted via our online grant portal GrantSource. We will no longer be accepting paper or emailed applications.

- **Executive Summary:** Please briefly describe the proposed project or organization's overall work, its importance and the results you expect from this work.
- **Community Need or Opportunity:** Describe the need or opportunity for your work in the community including qualitative and quantitative data. How does the proposed work build from or capitalize on the community's or region's existing strengths?
- **Goals and Strategies:** Describe the goals, objectives and activities you will implement to address the community need or opportunity identified above and a timeline for your proposed work.
- **Describe your Qualifications:** Briefly describe your organization qualifications to carry out the grant purpose. Provide a brief description of your current programmatic priorities and organizational goals.
- **Tillotson Fund Goals:** Describe how your work builds from the region's strengths and advances one or more of the Tillotson Fund goals? How will you evaluate this impact?
- **Evaluation Plan:** Describe the intended outcomes from your proposed work in the community or region. Please describe how the outcomes will be measured.
- **Sustainability:** If this work is on-going, how will you sustain the work beyond this grant? If it is not ongoing, how does it advance organizational goals and/or create lasting community benefit? If a multi-year request, discuss your financial plan for each year covered by your proposal. Describe how activities will continue beyond the proposed funding period.
- **Collaborating and Cooperating Organizations:** Please list any collaborating or cooperating organizations including the organization name, contact name, contact role, phone number and email address.
- **Additional Information:** Is there any other relevant information about this project not captured in the other questions.

- **Financial Plan:** Describe what part of the work you plan to support with these grant funds. Have you pursued other sources of funding to support the work? Please indicate if these additional funds are already committed and/or in-kind.

For applications of \$20,001 and up to \$300,000 (\$100,000 annually) the process is as follows:

1. Program staff review concept papers based on merit. Staff typically calls someone from your organization to discuss the proposal and may also contact other knowledgeable people in the community to further our understanding of your proposal, your organization and your field.
2. The Neil and Louise Tillotson Fund Advisory Committee selects concept papers for further consideration at regularly scheduled meetings.
3. Concept paper applicants are notified of decisions within three months of applying.
4. Staff work with selected applicants to prepare a detailed application, including work plan, budget and evaluation plan.
5. The Neil and Louise Tillotson Fund Advisory Committee considers final applications and approves or declines final applications at regularly scheduled meetings.
6. Applicants are notified within two months of final application. Total timeframe is typically six months.

#### **APPLICATION DEADLINE**

All applications must be received no later than 5:00 p.m. on the deadline day.

- January 19, 2018 for large and local grants (final grant awards by June 2018)
- July 19, 2018 for local grants only (final grant awards by September 2018)

#### **FOR MORE INFORMATION**

Please contact staff of the Neil and Louise Tillotson Fund at the New Hampshire Charitable Foundation with any questions or to discuss a proposal request. Contact Jean Clarke at 603-225-6641 x238 or [jean.clarke@nhcf.org](mailto:jean.clarke@nhcf.org) or Phoebe Backler at 603-225-6641 x247 or [phoebe.backler@nhcf.org](mailto:phoebe.backler@nhcf.org) or Kirsten Scobie at 603-788-4522 or [kirsten.scobie@nhcf.org](mailto:kirsten.scobie@nhcf.org).