



**LAWRENCE TOWNSHIP  
COMMUNITY FOUNDATION**

**GRANT GUIDELINES**

The Foundation is looking to fund projects that impact the quality of life and well being of the residents of Lawrence Township. In considering each grant, the foundation will consider many tangible and intangible factors to include, but not limited by the following:

1. Merits of the project
2. Impact of the quality of life on Lawrence Township residents
3. How broad the potential impact may be
4. The amount of the grant request, the merits of competing grant requests, and the Foundation's available funds.

Any nonprofit organization that is based in Lawrence Township and that broadly serves the residents of Lawrence Township and enhances community life is eligible to submit a grant request. Every grant requesting organization must certify its classification as a 501(c)(3) organization as designated by the Internal Revenue Service.

A grant request can be submitted for any amount up to \$5,000. A specific project will not receive more than \$5,000 in one calendar year. Organizations may submit an application in the next grant cycle but it must be for a new project. In most cases, grant awards do not exceed \$10,000 in a calendar year to any one organization. However, the Foundation reserves the right to make exceptions, when in its judgment, the needs of the Township and the services provided by the grant recipient are particularly strong. Priority will be given to projects that meet new, emerging needs in Lawrence Township, rather than underwriting expenses in annual operating budgets.

The grant request should provide a clear description of the organization and project being funded, who will benefit and how, and a detailed description of the work to be performed or the items to be purchased. A cover page, budgets for both the organization and the project, and a copy of the organization's 501(c)(3) should be attached.

The two major funders of the Lawrence Township Community Foundation – Bristol Myers Squibb and Educational Testing Service – support our efforts with the expectation that most projects benefiting the Township and its residents will be funded through the LTCF. Organizations seeking significant funding or support for projects that benefit Township residents as well as nonresidents should contact ETS or BMS to determine whether it would be in the applicant's best interest to seek funding directly from the corporations.

In addition, for prior LTCF Grant Recipients, a progress report for the last grant received should be included with the new grant request if one has not been sent previously.

At this time the Foundation will not be funding:

- Building renovations, new facility construction, capital expenses
- Dinners, galas or other ticketed events
- Endowments
- Individuals for any purpose
- Political lobbying activities or other political purposes
- Projects for religious purposes
- Programs fundable under the guidelines of the Lawrence Township Education Foundation

A grant request for the spring cycle must be submitted by March 15 and for the fall grant cycle by October 15 to the following address: Lawrence Township Community Foundation, PO Box 6707, Lawrenceville, NJ 08648.

Decisions will be made on the spring grant requests by May 1 and on fall grant requests by December 1. Funding will be made available to successful applicants approximately 15 days later at a grant award ceremony at a local nonprofit location.

Please feel free to contact a grant buddy, or any member of the Foundation for grant assistance.



## GRANT COVER PAGE

Date of application:

Legal name of organization applying for grant:

Mailing address of organization:

Website address of organization:

Telephone no. of organization:

Contact person:

Title of contact person:

Email of contact person:

Telephone Number

Description of grant:

Amount of grant request:

Total organizational budget (current year):

Dates covered by this budget:

Total project budget (if requesting project support):

Dates covered by project budget (mo/day/year):

Expected Benefits/results from implementation of this grant:

Has organization previously applied for a grant from this foundation?

If so, when and for what

**Attachments required:** 1) Copy of organization's IRS 501(c)(3) determination letter indicating your agency's tax-exempt status, 2) Organization Budget, 3) Project Budget

**Non-Discrimination Policy:** Please confirm that your organization has a policy of non-discrimination against persons with regard to race, religion, color, national origin, sex, age, sexual orientation, marital status, physical or mental disability or veteran status by checking the following box:



**LAWRENCE TOWNSHIP  
COMMUNITY FOUNDATION**  
**GRANT REQUEST**

Cover Page

Brief Description of Organization

Project Description:

- 1) Purpose of grant including objectives to be achieved and expected benefits and results
- 2) Who within the Lawrence Community will benefit and how
- 3) How will the grant money be used: detailed description of the work to be performed, items to be purchased, etc.
- 4) Proposed time line for grant implementation

Budgets:

- 1) Organization budget
- 2) Project budget, including all other anticipated funding sources, including in kind resources pending or received
- 3) Please identify all funds received from Bristol Myers-Squibb and ETS.

Progress Report Form, if a previous recipient of a grant.



**Lawrence Township Community Foundation  
Progress Report Form**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ email: \_\_\_\_\_

Grant Cycle: Spring \_\_\_\_\_ (year) Fall \_\_\_\_\_ (year) Grant Amount: \$ \_\_\_\_\_

How did you use the grant received to benefit Lawrence Township? \_\_\_\_\_

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What results have you seen or do you expect to see as a result of this grant? \_\_\_\_\_

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How did you spend the budget? \_\_\_\_\_

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Number of staff involved \_\_\_\_\_ Number of volunteers involved \_\_\_\_\_

Number of program participants \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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