2021 Direct Services Grant Program

The John T. Gorman Foundation's 2021 Direct Services Grant Program (DSGP) is open to non-profit organizations who provide quality supports and services that address the immediate **basic needs** of economically disadvantaged people in Maine.

> **In response to feedback from current DSGP grantees, and in consideration of the increased economic stress low-income Mainers are facing due to the ongoing COVID-19 pandemic, this year's application period has been shortened from six to four weeks, closing at 5:00 PM on Monday, March 1st.** We will also be shortening our review timeframe to ensure award decisions are made by mid-April, with the sending of grant checks to immediately follow. The Foundation has allocated $1 million to the Direct Services Grant Program budget this year.

For the purposes of the 2021 Direct Services Grant Program, eligible programs are those that address the basic needs of low-income Mainers (e.g.: food, shelter, clothing, physical and mental health, transportation, etc.).

The Direct Services Grant Program provides both program/project funding and general operating support. The Foundation will only consider programmatic requests that support the direct provision of client services versus support for organizational infrastructure needs (e.g.: database creation, strategic planning, staff training, organizational evaluation, etc.). Applicant organizations applying for general operating support must have a mission that includes helping low-income Maine residents and a successful track record of providing direct services to address clients' immediate basic needs.

The Foundation will consider grant requests of up to $25,000 from a broad spectrum of non-profit organizations that provide direct services under existing programs over a 12-month period. **Applicant organizations may submit only one request for DSGP funding per year.**

Eligibility Criteria

To apply, organizations will need to meet the following criteria:

- Be a non-profit with 501(c)(3) status or have a fiscal sponsor with 501(c)(3) status. Applicants cannot be a private foundation under I.R.C. § 509-(a);
- Have a mission that includes helping low-income residents of Maine;
- Be able to demonstrate, through data, that their proposed efforts are addressing an unmet need;
- Be able to demonstrate a track record of successfully meeting those needs; and
- For program/project funding requests, be able to identify the results sought for the populations in question, the plan for achieving those results, and how they will be evaluated.

The Foundation **will** support:

- Existing programs
- General operating support

- Programmatic requests that support the *direct provision of client services*
- One-time only grants spent over a twelve-month period

The Foundation **will NOT** support:

- New programs or new positions unless there is guaranteed funding beyond 12 months
- Capital campaigns
- Annual fund appeals
- Endowments
- Projects requiring a multi-year commitment

Instructions

Please ensure you have printed these instructions (or have them open in a separate tab) for your reference *before beginning the application*.

1. The 2021 Direct Services Grant Program will begin accepting applications on Monday, February 1st, 2021. **Completed grant requests must be received via our [online application portal](#) by 5:00 pm on Monday, March 1st, 2021.** This is a firm deadline, and applicants are encouraged to submit their completed applications well in advance to allow Foundation staff the opportunity to review the application for completion and clarity before the end of the application period. Applicants can expect to hear if they have been awarded a grant by Wednesday, April 21st, 2021.

2. When you first enter the [Foundation application portal](#) you will be asked if you have an account. If you have previously applied for a John T. Gorman Foundation grant via our online portal, please use your organization's established email address and password. Otherwise, please sign in as a new applicant.

If you are a new applicant, you will then be prompted to enter your email address and to choose a password. Passwords must be at least 5 characters long and include both letters and numbers. You will then receive an email containing your password and a link to your applicant account. **Your applicant account is where you can access your in-process and submitted applications and, should you be awarded a grant, required grant reporting forms. Please be sure to bookmark it for your future use.**

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Continue

Return to login

3. Once you have created an applicant account, enter your organization's (or your fiscal sponsor's) federal Tax ID number. This is required for non-profit entities; if you are a public school or municipal/tribal entity, you may leave this blank.

If you do not have a valid Tax ID number you will not be able to continue on to the application form. Please verify that you have your number.

Please enter your Tax ID: [   ] OK

4. You will be taken to a page that asks if you are applying for general operating support or program/project support.

Eligibility Quiz

Are you applying for General Operating Support or Program/Project Support?
-Select One-

Submit

PLEASE NOTE: It is important that you determine if you wish to apply for program/project support or for operating support <u>before</u> you begin your application - to change once you have begun to apply will require you to start from the beginning with an entirely new application. Operating funding supports the work of the entire organization where program/project funding supports a specific program, project or initiative. Lauralee Raymond, Program Associate, is happy to speak with you if you are not sure which type of request would be the best fit for your organization: Set up a 15-minute call. Send an email.

5. In order to complete the application in a timely manner, it is best to have the following information on hand before starting your application. If some information is not available, you will be able to save your data and come back at a later date to complete your request.

- Most recent audited (preferred) or un-audited financial statement. Please note: Un-audited financial statements must contain both a balance sheet and a profit and loss statement.
- Most recent IRS Form 990 (**only required** if your organization does not have a recent audited financial statement)
- Current Board List
- Current Operating Budget (for the fiscal year in which you are seeking funding)
- Program/Project Budget (program/project requests only, for the fiscal year in which you are seeking funding)
- Contact information for the Request Contact and Executive Director/President/CEO
- Information on the organization's Mission, History, Goals/Objectives and Programs/Services
- Information specific to your request -- the purpose of the grant, the population served, service delivery, capacity and outcomes/measures of success
- Signed fiscal sponsor agreement, if applicable
- Letter from Superintendent or Government Official (school or municipal applicants)

6. Both the DSGP Application for Operating Support and the DSGP Application for Program/Project Support request information using the same tabbed pages, as indicated below:
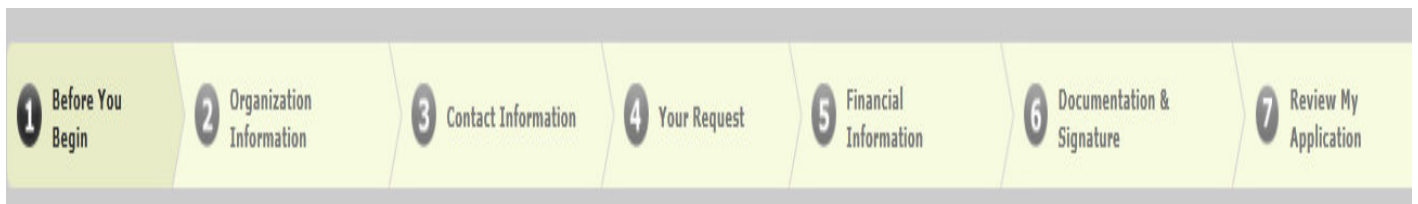
The **Before You Begin** page shares an overview of the program and links to these instructions.

The **Organization Information** page collects your applicant contact information and the following information regarding your organization:
- Legal Name
- Tax ID Number and Nonprofit Status
- Contact info: Mailing and Physical Address, Telephone, Website URL
- Total Operating Budget (for the current fiscal year)
- Geographic Area Served by all your Organization's Programs
- Mission, History, Goals/Objectives and Programs/Services (narrative questions)

Note: If you are applying with a fiscal sponsor, all organization information relates to the fiscal sponsor. Please share your program's address in the physical address fields if you do not share a location with your fiscal sponsor.

The **Contact Information** page asks for the phone number and email of your (or your fiscal sponsor's) CEO/President/Executive Director and for the person the foundation should contact regarding your request.

The **Your Request** page asks for the following information:

- Request Title
- Brief Description of your Request
- Amount Requested
- Geographic Area Served by your Request
- If Requested Funds will be Used as a Match or to Leverage Funding
- Purpose of the Grant, Population Served, Number of People Served, Results, Strategies, Capacity, and Measures of Success (narrative questions). Operating requests are also asked to share why they are applying for operating support vs. program support.

The **Financial Information** page will request an overview of Organization Finances from the most recently completed fiscal year. This information should come from your most recent audit (or unaudited financials if your organization does not have an audit) or IRS Form 990. (Note: School and Municipal applicants do not need to complete this section.)

On the DSGP Application for Program/Project Support, this page will also require you to upload a program/project budget and then fill in a few corresponding fields. Alternately, the DSGP Application for Operating Support requires you to upload your current Operating Budget.

Note: Please ensure only numbers are entered into currency fields (no dollar signs or commas).

The **Documentation and Signature** page requires the following documents to be uploaded as attachments to your request:

- Most Recent Audited (Preferred) or Unaudited Financial Statement
- Your Most Recent IRS 990 (This is only required if your organization does not have a recent audited financial statement.)
- A Copy of your Current Board Listing
- Your Current Operating Budget (for Program/Project Requests only – Operating Requests will have already provided this on the Financial Information page)
- Signed Fiscal Sponsor Agreement (For Applicants with a Fiscal Sponsor)
- School Principal/Superintendent Letter of Agreement (For Applicants at Schools)
- Agency Head Letter (For Municipal/Government Applicants)

You will also be asked to sign your request, affirming that all information provided is true and correct to the best of your knowledge.

Finally, the **Review my Application** page will show you your finished application for your final review before submission. There is an opportunity to print the application and also to email the draft to a person of your choice. Once you are satisfied with the contents of your request, click Submit. A copy of your request will be emailed to you along with a confirmation message letting you know your submission has been sent to the Foundation.

* * *

Helpful tips:

- Please save your work often by clicking the "Save and Next" button at the bottom of each page. **Web applications CAN and DO time out after periods of non-use.** We also strongly encourage applicants to cut and paste their narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work isn't lost should there be an internet connectivity glitch.
- Limit your use of bullets and other formatting.
- Please ensure only numbers are entered into currency fields (no dollar signs or commas).
- Copy and paste as needed.
- Log into your account at any time to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

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The John T. Gorman Foundation encourages applicants to contact our staff with any questions they may have as they apply for DSGP funding:

To ask questions about organization eligibility or to discuss your planned funding proposal (to include if you should apply for programmatic or general operating support), connect with Lauralee Raymond, Program Associate. Set up a 15-minute call. Send an email.

To ask technical questions about applying (to include webform or application portal support), Connect with Erin Clark, Grant Manager. Set up a 15-minute call. Send an email.

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Thank you for your interest in applying for a 2021 John T. Gorman Foundation Direct Services Grant.