

2023 Direct Services Grant Program

The John T. Gorman Foundation's 2023 Direct Services Grant Program (DSGP) is open to non-profit organizations who provide supports and services that address the **immediate basic needs** of people in Maine who are experiencing the adverse effects of poverty. While the work of the Foundation's initiative grantmaking focuses on ensuring that Maine's children are resilient and ready to succeed, the DSGP welcomes applications from organizations who are serving **any population of people in Maine**.

For the purposes of the 2023 Direct Services Grant Program, eligible programs and organizations are those that address or connect people in Maine experiencing poverty to basic needs supports (e.g.: food, shelter, clothing, physical and mental health, transportation, English language classes, case management support, etc.).

Completed grant requests must be received via our online application portal by 5:00pm EST on Monday, April 3, 2023. 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, May 31, 2023.

The Foundation will consider grant requests of up to \$25,000 from a broad spectrum of non-profit organizations providing services under existing programs over a 12-month period.

The DSGP awards both program/project funding and general operating support. The Foundation will consider programmatic requests that support the **direct provision of client services** and will not consider programmatic requests to address *organizational infrastructure needs* (e.g.: database creation, strategic planning, staff training, organizational evaluation, etc.). Applicant organizations applying for unrestricted general operating support must have a mission that centers on serving Maine residents who are experiencing poverty. They should also have a successful track record of providing services to address immediate basic needs. Organizations who are **exclusively serving people in Maine who are experiencing poverty** are encouraged to apply for operating support to access the most flexible source of funding.

Applicant organizations may submit only one request for funding under the Direct Services Grant Program per year.

Eligibility Criteria

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

- Be a non-profit with 501(c)(3) status, have a fiscal sponsor with 501(c)(3) status, **or** be a public school, municipality, or tribal government. Applicants cannot be a private foundation under I.R.C. § 509-(a);
- Have a mission that includes serving people in Maine who are experiencing poverty;

- Be able to demonstrate 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 and the plan for achieving those results.

The Foundation **will** support:

- Existing programs
- General operating support for organizations whose missions center on serving Maine residents who are experiencing poverty
- 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

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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 the organization's eligibility or to discuss your planned funding proposal (including if you should apply for programmatic or general operating support), connect with Lauralee Raymond, Manager - Special Initiatives. [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, Grants Manager. [Set up a 15-minute call](#). [Send an email](#).

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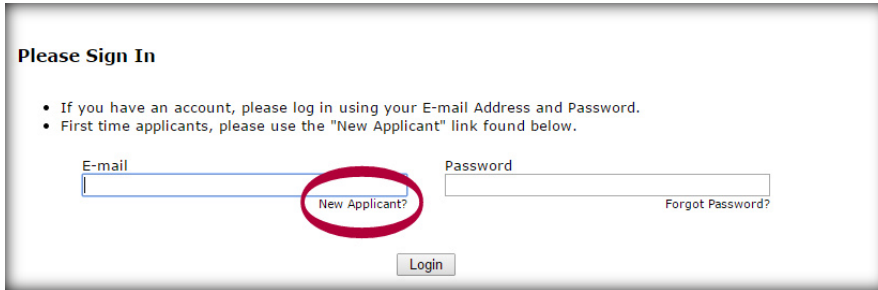
Instructions

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

1. The 2023 Direct Services Grant Program will begin accepting applications on Wednesday, March 1, 2023. **Completed grant requests must be received via our [online application portal](#) by 5:00 pm EST on Monday, April 3, 2023.**

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.



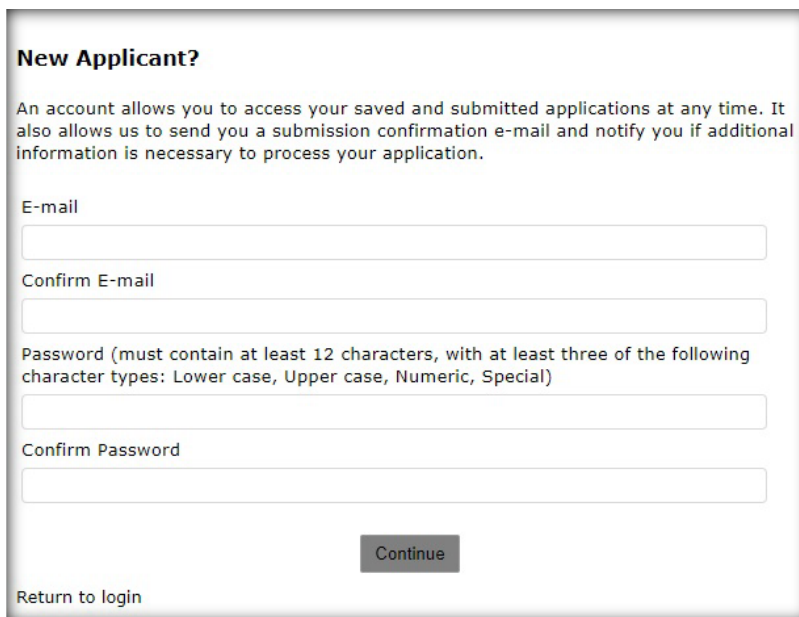
Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

If you are a new applicant, you will then be prompted to enter your email address and to choose a password. Passwords must contain 12 characters, with at least three of the following character types: lower case, upper case, numeric and special. 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

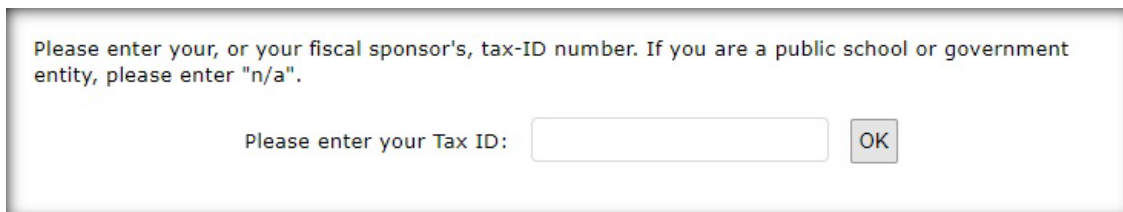
Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

[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 501(c)3 non-profit entities; if you are a public school, municipality, or tribal government, enter N/A.



Please enter your, or your fiscal sponsor's, tax-ID number. If you are a public school or government entity, please enter "n/a".

Please enter your Tax ID:

4. You will then 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?

PLEASE NOTE: It is important that you determine if you wish to apply for program/project support or for operating support BEFORE you begin your application - to change once you have begun to apply would require you to start from the beginning on an entirely new application form. Operating grant funding supports the work of the entire organization (and requires an organization's mission to center on serving Maine residents who are experiencing poverty) where program/project funding supports a specific program, project or initiative. **Lauralee Raymond** ([Send an email](#) or [Set up a 15 minute phone call](#)) is happy to speak with you if you are not sure which type of support would be the best fit for your request for funding.

PLEASE NOTE: It is important that you determine if you wish to apply for program/project support or for operating support before you begin your application - to change once you have begun to apply will require you to start from the beginning on an entirely different application form. Operating funding supports the work of the entire organization (and requires an organization's mission to center on serving Maine residents who are experiencing poverty) where program/project funding supports a specific program, project or initiative. Lauralee Raymond 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. 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 later to complete your request.

- Audited (preferred) or un-audited financial statements from your most recently completed fiscal year. Please note: Un-audited financial statements must include both **a balance sheet and a profit and loss statement**. Financials are only required for 501(c)3 applicant organizations.
- Most recent IRS Form 990 (only required for 501(c)3 organizations who do 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 and Programs/Services

- Information specific to your request -- the purpose of the grant, the population served, results you are seeking, and the strategies and capacity for success
- Signed fiscal sponsor agreement, if applicable
- Letter from Superintendent or Government Official (public school, municipal, and tribal government 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 (if applicable) 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 and Programs/Services (narrative questions)

Note: If you are applying with a fiscal sponsor, all organization information provided should relate 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, Results, Strategies, Capacity (narrative questions).

The **Financial Information** page will request an overview of Organization Finances from your 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) and/or IRS Form 990. **(Note: public schools, municipalities, and tribal governments 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:

- Audited (preferred) or un-audited financial statements from your most recently completed fiscal year. Please note: Un-audited financial statements must include both a balance sheet and a profit and loss statement. Financials are only required for 501(c)3 applicant organizations.
- Most recent IRS Form 990 (only required for 501(c)3 organizations who do 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 Public Schools)
- Agency Head Letter (For Municipal/Tribal 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.

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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.

Thank you for your interest in applying for a 2023 John T. Gorman Foundation Direct Services Grant.