



The Greensburg Foundation Fund – 2019

Program Guidelines

WHO WE ARE

The Community Foundation of Westmoreland County was founded in 1995 by local leaders of Westmoreland County to encourage philanthropy, to build a sense of place, and to embrace the spirit of community. Our mission is to encourage local residents to become philanthropists, provide grants that support a wide variety of charitable organizations and serve as a community leader. Having merged with The Pittsburgh Foundation in 2010, The Community Foundation of Westmoreland County continues to work with county residents to encourage that spirit of giving and investment in community organizations and residents.

GREENSBURG FOUNDATION FUND

The Greensburg Foundation Fund (GFF) is an established endowment fund within The Community Foundation of Westmoreland County. The endowment is a combination of trusts that were established by more than 25 individuals and families from Greensburg to support organizations that serve the needs of that community.

- Funding is limited to organizations in the 15601 zip code or to support programming or initiatives that primarily serve the 15601 zip code.
- Only one application will be considered per organization (either the Small Grants Program or the Community Impact Grants Program).

Please review the details below and consider carefully the type and scope of grant you wish to apply for before submitting your request.

GFF - SMALL GRANTS PROGRAM

The Greensburg Foundation Fund Small Grants Program was created to provide Greensburg nonprofits with the unique opportunity to request funds for program materials, office technology, and other smaller tangible items needed to run the organization or a program.

- **Amount:** \$5,000 or below.
- **Eligibility and Additional Requirements:** Any nonprofit organization located in or serving residents of the 15601 zip code may apply. Examples of requests might include: small scale technology needs, personal care items for shelters or housing programs, food purchases for feeding programs, educational supplies for day cares or schools, and/or small renovation or improvement projects.



GFF – COMMUNITY IMPACT GRANTS PROGRAM

The Greensburg Foundation Fund Community Impact Grants Program was created to provide Greensburg nonprofits with the opportunity to obtain funding for renovation or capital projects and support for program implementation.

- **Amount:** \$5,000 - \$20,000
- **Eligibility and Additional Requirements:** Any nonprofit organization located in or serving residents of the 15601 zip code may apply. Examples of eligible projects might include: office renovations, capital projects such as new construction, or programmatic costs for new or existing initiatives. General operating costs will not be funded. Multiyear requests may be made up to a maximum of \$40,000 for a maximum of 2 years. Greensburg Foundation Fund will not provide more than 33% of the total cost of a program, project, or capital expense. Documentation must be provided for any proposed programmatic collaboration and existing funding commitments.

Applications may only apply for one of the funding programs described above.

REVIEW AND SELECTION PROCESS

All applications will be reviewed and ranked by the Greensburg Foundation Fund Grants Committee of The Community Foundation of Westmoreland County.

GRANT MANAGEMENT

Projects may begin only upon the execution of a signed grant agreement between the Community Foundation of Westmoreland County and the applying organization. The grant agreement will set forth all reporting and monitoring requirements and required conditions.

Organizations will be required to submit a comprehensive final project report one year after the onset of the project.

PROJECT MANAGEMENT

- All organizations will be required to sign a grant agreement agreeing to specific terms and conditions.
- Funds will be distributed directly to the applying organization by August 1, 2019 (once a signed grant agreement is received).
- Organizations are required to provide full accounting of project costs and expenditures.
- Funds must be expended, and projects completed, by August 1, 2020.
- All organizations will be required to provide a close out evaluation report to the Community Foundation of Westmoreland County.



APPLICATION TIMELINE AND INSTRUCTIONS

Greensburg Foundation Fund RFP Released: April 19, 2019

Application Submissions Begin: April 26, 2019

Community RFP Information Session:

- May 2, 2019 4:00pm - 5:00pm, Conference Call
Conference Call #: 1-877-977-1977
Participant Code #: 3138569

Application Due Date: May 31, 2019

Grantees Announced: July 10, 2019

Applications must be submitted online using the following link:

<https://cfwestmoreland.org/greensburg-foundation-fund>. Using the online application portal, applicants must upload all supporting documents including partnership letters, budgets, and organizational attachments. Only one application per organization can be submitted.

QUESTIONS

If you are unsure about which program your request best fits or have questions about the application process, please contact Phil Koch, Community Foundation of Westmoreland County Executive Director at 724-836-4400 ex. 125 or pkoch@cfwestmoreland.org. For technical assistance regarding the use of the online application, please contact Jennifer Steinmetz, SteinmetzJ@pghfdn.org or 412-391-5122 x272.