

Westbrook Foundation Grant Program

Policies and Guidelines

Updated August 2024

Program Description

The mission of the Westbrook Foundation is to help meet the medical, educational, social welfare, cultural, recreational, and civic needs of the citizens of the town of Westbrook. To support its mission, the Foundation offers grants to assist organizations that provide services to fulfill these needs.

Briefly put, the purpose of the grant program is to bring the greatest possible benefit for the well-being and safety of the residents of Westbrook and foster the vitality of the Westbrook community.

When the grant program began over 30 years ago, the Foundation's policy was to provide "seed money" or early-stage funding to support startup organizations or pilot new programs and services of organizations. The Foundation has since broadened this policy to consider all (not just new) worthwhile programs and services benefiting Westbrook citizens if those activities fulfill needs not being met by other organizations or entities. Requests for the funding of programs and services that the Foundation has supported in past years will be considered if at least 25% of the project costs come from the applicants themselves and/or other community sources. The goal is to encourage organizations to sustain seed-funded projects without dependent on Foundation support in the future. The Foundation does not fund an organization's ongoing recurring expenses.

The grant program promotes the creation of networks, coalitions, and shared services that help to strengthen the well-being and safety of Westbrook residents. Grant applicants are, therefore, encouraged to collaborate with other nonprofits or units of local government to explore solutions or solve problems that will make a difference in the Westbrook community.

Program Timeline

The Westbrook Foundation awards grants twice a year, in April and October.

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| Online Application Deadline | 11:59 pm April 1 or October 1 |
| Review of Applications | Mid-April and Mid-October |
| Award Notification | Mid to late April and mid to late October whether applications are approved or denied. |
| Grant Funding Period | One full year (12 months) following the award notification |
| Final Report Due | Within 60 days after project completion |

Who May Apply

Eligible Applicants

- Local nonprofit 501(c)(3) tax-exempt organizations recognized by the IRS
- Units of local government such as the public library, youth services bureau, parks and recreation department, and social services entities
- Westbrook community, civic, and service organizations
- Westbrook churches and faith-based organizations
- Entities that partner with a nonprofit or a local government fiscal agent

Applicants may not discriminate against any person or group of persons on the basis of race, ethnicity, gender, age, sexual orientation, religion, national origin, disability, marital status or any other characteristic protected under federal, state and/or local laws.

Ineligible Applicants

- Individuals
- For-profit entities and businesses
- Nonprofit organizations that discriminate in their membership and services

What We Fund

Foundation support may only be used to cover the direct costs of implementing proposed projects that benefit the well-being and safety of Westbrook residents and foster the vitality of the Westbrook community.

Eligible Expenses (to carry out the project)

- Administrative time
- Contracted professional services and fees (technical, artistic, administrative)
- Equipment purchase/rental
- Supplies, material
- Printing, publicity, marketing

Ineligible Expenses

- Ongoing recurring expenses of an organization
- Programs, services, or salaries that are normally included in the regular operating budget for schools or municipal entities
- Endowments, reserve funds, capital campaigns, or annual fund drives
- Events or activities for the sole purpose of fundraising
- Political activities to influence legislation or the outcome of elections
- Expenses already incurred; reimbursement for items purchased; or recoupment for lost revenue that occurred prior to grant request
- Litigation costs

How We Fund

- Grants are made in a lump sum following the date of the award notification. However, the Foundation reserves the option to pay large grants over a multi-year period.
- Partial grants may be awarded at the discretion of the Foundation.
- Worthwhile programs/services previously supported by the Foundation will be considered if at least 25% of the project expenses come from either the applicants themselves and/or other community sources.
- No post facto supplements are given to grants already awarded.
- No single grantee will receive all of the Foundation's available grant funding in any one year.

Review Process

After an application is submitted, the Grants Committee Chair checks it for completeness and may contact the applicant should additional information be required.

Completed applications will be reviewed by the Grants Committee based on three criteria (quality of the project, impact of the project, and ability to carry out the project). The full Foundation Board then votes on the recommendation of the Grants Committee at the April or October board meeting.

Following are the three review criteria around which the online application is organized:

Quality of the project:

- Merit of project design and activities; and appropriateness of project timeline
- Quality of the personnel and services that the project will involve
- Feasibility of program success
- Evidence that the project can sustain itself beyond Foundation support in the future

Impact of the project

- Evidence that the project will address the needs/interests of Westbrook residents
- Evidence that the project will yield significant impact and bring the greatest possible benefits to the Westbrook community
- Evidence that the project will enhance the goals and activities of the organization (and of each partnering organization, if a collaborative effort)

Ability to carry out the project

- Appropriateness of project budget for proposed activities
- Clarity of roles and responsibilities of those carrying out the project
- Effectiveness of evaluation plans to document and measure project success

Grantee Responsibilities

A final report is required within 60 days of completion of the project. No future grant awards are made unless overdue final reports are submitted.

In addition to reporting on project expenditures, grantees should tell the story of the work funded by the grant. What was accomplished? Did it meet the anticipated outcomes? What was the impact on the Westbrook community? Any lessons learned? Include photographs of the project.

If grantees are unable to use the full amount of the grant, they must explain the circumstances and return the unused funds with the final report. If the project has to be canceled for any reason, the awarded funds must be returned to the Westbrook Foundation within 60 days of cashing of the check.

Grantees may request a Change Request Form (within six months of the contract award date) if they must revise the scope of work or extend the project end date as stated in the original grant contract due to unforeseen circumstances.