West Hartford Chamber of Commerce

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948 Farmington Avenue

West Hartford, CT 06107

2019 GRANT PROGRAM

Request for Proposals

RFP Release Date: March 14, 2019

Application Deadline: April 30, 2018

Contact: Christopher Conway, Executive Director

Email: cconway@whchamber.com | Phone: 860-521-2300

West Hartford Chamber of Commerce

2019 Grant Program

The **West Hartford Chamber of Commerce (WHCC, or "the Chamber")** established the Grant Program in 2016 to provide financial assistance to nonprofit organizations that serve West Hartford residents. This program was made possible through the fiscally responsible management of the Chamber by WHCC staff and its Board of Directors.

Awards

The 2019 Grant Program will be funded with an available pool of $5000. Grant requests must range from **$500 up to a maximum of $2,500** for projects or programs that begin on **July 1, 2019 and end on or before June 30, 2020**. The WHCC Board of Directors reserves the right to award amounts which total less than the available funding, and may award more or less than any applicant's requested amount when deemed appropriate.

Projected Timeline

RFP Released	March 14, 2018
Full proposals due	April 30, 2018
Awards announcement	Approximately May 25, 2019
Payment of grants	Approximately June 15, 2019
Grant periods	July 1, 2019 – June 30, 2020

Focus Areas for This Program

Applications are strictly limited to capital purchases, capital projects, programmatic support, and in extraordinary circumstances operating funds, for the following types of organizations: **Childcare, Cultural, Health Care, Educational/Training, Food Insecurity, Civic, and Environmental**.

Selection Criteria

Grantees will be selected based on criteria that include but are not limited to the: alignment with the Chamber focus areas for this program, need for the project or program, projected impact on the target population from the grant, applicant organization's need for support, budget information provided, and evidence of effective organizational management. Funding is restricted to projects or programs which primarily serve West Hartford residents.

Eligibility

- The scope of work for which the grant is requested must be limited to the focus areas defined herein.
- Applicant organizations must have current IRS 501(c)(3) tax-exempt designation upon application date.
- Funding is restricted to projects or programs which primarily serve West Hartford residents.

Other Requirements

- Only one application will be accepted from any organization, or for any project or program.
- The award of any funding is subject to the discretion of the WHCC Board of Directors.
- For a period of five years, the capital purchases obtained with WHCC grant funds may not be transferred, sold, or disposed of without the Chamber's consent, and must remain in Connecticut.
- Applicant must fully disclose all pending mergers and acquisitions, state or federal investigations, litigation and executive management changes to the Chamber during both the application process and the grant period.
- Funds not expended in accordance with the approved budget or subsequent modification during the grant period must be returned to the Chamber.
- Award modification requests must be made in writing to Christopher Conway, executive director, at cconway@whchamber.com; and should not be requested during the final 60 days of the grant period.
- Final project reports will be required of each grantee, the form and substance to be fully described upon award notification.
- The grantee must acknowledge the Chamber's funding support in all press releases, media interviews, and reports on the funded project/program.

What the WHCC Will Not Fund

- Annual giving, fundraising or capital campaigns
- Conferences, trips or other one-time events
- Debt reduction
- Endowment funding
- Fiscal agent proposals
- Indirect costs
- Religious institutions other than for their provision of non-sectarian services; and
- Organizations which cannot comply with the provisions of the State of Connecticut General Statutes Sections 4a-60(a) and 4a-60a(a) nondiscrimination requirements applicable to all contracts with Connecticut quasi-public agencies.

How to Apply

The downloadable application form is available at the WHCC website at www.whchamber.com. The form may be printed, completed and mailed or faxed for submission. Do not include cover letters, letters of support, website screenshots, press clippings, annual reports, CDs or DVDs or any other materials not specifically requested in the application.

Please do not personally deliver your application to us, if you experience difficulty obtaining the application form please call our office at 860-521-2300. Applications will be accepted by mail or fax, according to the directions provided at the end of the application form. A confirmation email that the application was received will be sent to the email address included in the application.

The Staff and Board of Directors reserve the right to request additional information as may be required during the grant program application and review process. The WHCC reserves its sole right to modify these guidelines at any time.

Resources

We encourage you to access resources which may be available to you as you determine whether or not this grant program is appropriate for your organization's needs and embark on writing your application. As a courtesy to potential applicants, we have listed some resources below which may help you in this process.

1. Community Foundations – Virtually all of Connecticut is served by a regional community foundation. For a list of community foundations, please visit: www.ctphilanthropy.org/directory-community-foundations-serving-connecticut

2. Connecticut Community Nonprofit Alliance – Advocates and builds capacity for community-based, nonprofit organizations that strengthen and sustain healthy communities.   The web site is: http://www.ccpa-inc.org/.

3. Grant Space, a service of the Foundation Center, provides some free webinars for grant-seekers at: http://grantspace.org/course-offerings, as well as a blog at: http://grantspace.org/blog

4. Other potential resources:

    - http://libguides.ctstatelibrary.org/dld/lstagrants/grantwriting

    - www.hplct.org/library-services/nonprofits/foundation-center

    - www.plnl.org/research/foundation-center/