



Windham Endowment *for*  
Community Advancement

## 2024 Community Grant Program Guidelines

### PROGRAM DESCRIPTION

The Windham Endowment Community Grant seeks to fund organizations and projects pursuing educational, cultural, recreational, or environmental initiatives within Windham.

### GRANT AMOUNT

Applicants can request up to **\$2,500** in funding for their project

### ELIGIBILITY REQUIREMENTS

Grant applicants must be a Windham, NH-based 501(c)(3) organization, a Town of Windham committee/commission, or the Windham School District. The organization or project must align with the mission of the Windham Endowment and directly benefit Windham residents. Prior year's winner(s) may not apply.

The Windham Endowment will *not* award grants to:

- ▶ for-profit organizations and businesses
- ▶ religious or political organizations
- ▶ individuals
- ▶ the previous year's winner(s)
- ▶ support regular operating expenses, fundraising events, or annual giving
- ▶ support expenses already incurred
- ▶ retire debt
- ▶ build endowments

#### Mission

*The Windham Endowment for Community Advancement is a nonprofit community foundation created to enhance the quality of life for all Windham residents, now and for generations to come. The Windham Endowment provides a way for individuals, organizations, and corporations to channel their philanthropic giving for educational, cultural, recreational, or environmental initiatives within the town.*

### 2023 PROGRAM TIMELINE

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Applications available: **January 4, 2024**

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Application deadline: **March 1, 2024, 5 p.m.**

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Award notification by: **May 1, 2024**

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Disbursement of funds: Funds must be accepted in-person within **30 days** following award notification.

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Grant funding period: The project must be intended to be completed within **twelve calendar months** following the receipt of funds. Unused funds must be returned to the Windham Endowment when the final report is submitted.

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Final report due: **45 days** after project completion

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## GRANT REVIEW PROCESS

Completed applications will be reviewed by the Grant Selection Committee. The Committee will recommend awards to the Windham Endowment's Executive Committee for approval. Allocation of the total available Community Grant funding to a single grantee or across multiple grantees is at the discretion of the Executive Committee. The Selection Committee may recommend and/or the Executive Committee may determine that not all available funds will be awarded in a grant cycle.

Applications will be reviewed by the Grant Selection Committee based on the following criteria:

### Quality of the project

- ▶ How well the project aligns with the Windham Endowment's mission (*see page 1*)
- ▶ Merit of the program or project design
- ▶ Likelihood of completing the project within twelve months
- ▶ Likelihood of program or project success

### Impact of the project

- ▶ Evidence that the project will address the needs and interests of Windham residents

### Evaluation and ability to carry out the project

- ▶ Effectiveness of plans to document and measure project success
- ▶ Appropriateness of project budget for proposed activities

## FUNDING PROCESS

- ▶ All grants are awarded at the discretion of the Executive Committee.
- ▶ Partial grants may be awarded.
- ▶ Grants will be made in a lump sum within 30 days following the date of the award notification.

## GRANTEE RESPONSIBILITIES

A final report must be submitted no more than 45 days after project completion. The report should include photographs of the project (if appropriate); a review of the final project and whether it met the desired outcomes; statement on the impact to the Windham community; lessons learned from the process/project; and an accounting of project expenditures. An explanation should be included if grantees did not use the full amount of the grant. Any unused funds are to be returned to the Windham Endowment with the final report.

The final report, including high-resolution photos (and video, if available), should be submitted electronically to the Windham Endowment for promotional use by the Windham Endowment.

## HOW TO APPLY

Completed application packet must be received no later than 5 p.m. on **March 1, 2024**. It should include:

- ▶ Four-page application form
- ▶ List of organization leaders with titles (*e.g., Board of Directors, trustees, officers, chairperson, faculty advisor, etc.*)
- ▶ Supporting documentation detailing the project or need (*if applicable*)
- ▶ IRS tax determination letter (*required for 501(c)(3) organizations only*)

Submit completed application, including all supporting documents in PDF format to:

[communitygrant@windhamendowment.org](mailto:communitygrant@windhamendowment.org)

Email size should not exceed 20 mb. If your application includes large files, please either compress them sufficiently using ZIP or include a URL link to the file(s).

Please note that only electronically submitted applications in PDF format will be accepted.

## QUESTIONS?

For more information, contact the Windham Endowment at [communitygrant@windhamendowment.org](mailto:communitygrant@windhamendowment.org).