

Casco Bay Islands Alliance

www.cbialliance.org

Announcement of Grant Program and Request for Applications

CBIA is a bay-wide organization that fosters a sense of “Bay Community” and supports Casco Bay island communities, both seasonal and year-round. In 2020 we are again conducting a grant program under which we may award small grants to island non-profits for island focused projects. Preference is given to island non-profits that have not received prior grants from CBIA.

We are especially interested in receiving grant proposals in the following subject areas:

1. **Environmental:** projects or activities that seek to improve the environment of Casco Bay islands or the Bay itself;
2. **Historical:** projects or activities that seek to improve the understanding of island or Bay history;
3. **Education:** projects or activities that seek to enhance education in island schools or communities;
4. **Public Safety:** projects or activities that seek to improve the public safety of island communities throughout the Bay; and
5. **Quality of Life:** projects or activities that seek to enhance the quality of life in island communities.

Types of projects we do not fund:

- projects that directly benefit an individual
- projects that benefit a business
- projects that support the core functions of a municipality
- projects that support religious activities

Qualified applicants are non-profit organizations. Individuals and other entities must partner with a 501c3 non-profit organization.

Evaluation considerations include but are not limited to:

- breadth of impact: number of people affected by the activity
- inter-island collaborations or partnerships
- project that will be ongoing after CBIA funding is expended
- how project success will be evaluated
- marketing strategy to promote partnership with funder
- provision for ongoing funding after expenditure of CBIA grant funds
- projects that include community match, either financial or in kind

Interested organizations are invited to submit applications by e-mail in the form attached, limited to five pages total by March 20, 2020. Applicants will be notified of action on their proposals in mid-April 2020. Successful applicants will be expected to prepare and present a brief report on their project at our fall annual meeting. If you have questions about the process, contact a Grant Committee member listed on the application.

Casco Bay Islands Alliance

2020 Grant Application

For more information about this program please refer to the attached announcement.

Application of _____ Date submitted: _____
(Name of Applicant)

Applicant's Mailing Address:

City/Town/ZIP: _____ Applicant's Telephone: _____

Applicant's E-mail: _____

Contact Person: _____

Contact's Telephone: _____ Contact's E-mail: _____

Please circle the subject area of this application:

Environmental

Historical

Educational

Public Safety

Quality of Life

Briefly describe the applicant, including mission, goals, history, and service area:

Briefly describe the project. Please attach additional documentation if necessary.

- How will this project address the subject area(s) you have indicated above?
- Who is your intended audience for this project? How many people do you expect to be affected by the project?
- Will the project be a collaboration or partnership with other organizations? If so, please include the name(s) of the organization(s).
- How will you market the project and any collaboration/partnership?
- If this is an on-going project, how will you continue to fund it?
- How will this grant support your organization's long-term vision?

Amount of Grant Request: _____

Please use the enclosed budget form or attach a detailed budget for the project by line item delineating each expense incurred for the project. Please include quotes from contractors/vendors for work to be performed and materials to be purchased. Budget should include any other sources of funds available to support this project (including "in kind" support if applicable).

Briefly describe the implementation schedule for this grant, noting the estimated start date and date of completion. [Most projects are expected to be completed within one (1) year.] We will ask for additional feedback summarizing the results of your grant after the date of completion.

Organization, (501(c)(3) corporation, fiscal agent, or other government entity authorized to *receive and assume responsibility* for funds from the CBIA grants program. Please include a letter from the fiscal agent confirming agent accepts responsibility for any granted funds.

Name of Organization:

EIN #:

Name and Title of Contact:

Address:

City/Town:

Zip:

Telephone:

Fax:

Applicant's Signature: _____ Date: _____

Please send your completed application to CBIA Grant Committee, P.O. Box 112, Peaks Island, ME 04108 or email to thegooseleroy@gmail.com.

APPLICATIONS MUST BE RECEIVED BY March 20, 2020 to be considered.

If you have any questions, please contact Grant Committee Chair: Kim MacIsaac at 766-5514 or thegooseleroy@gmail.com.

Casco Bay Islands Alliance Project Budget Form

Please outline the costs of your project. Please be as specific as possible.

ITEM	AMOUNTED REQUESTED From CBIA	IN-KIND DONATIONS*	OTHER FUNDING SOURCES [Grants, Cash on Hand, etc]			TOTAL BUDGET
			Amount	Source	Secured?	
Salaries Administrative Fees						
Consultant Fee						
Volunteer Hours*						
Office Space*						
Supplies/Materials (Please be specific)						
Printing						
Photography						
Postage						
Publicity						
Travel*						
Other						
TOTAL						

**In-kind donations include donations of materials/supplies/use of equipment by others who are not paid for their donations.*

**Volunteer hours maybe calculated as the number of hours times the current state of Maine minimum wage of \$12 per hour.*

**Office Space includes any space rented as part of the project.*

** Travel may be calculated as the number of miles traveled times the current per mile rate allowed by the IRS.*