



**THE COMMUNITY'S FOUNDATION**

*“The difference between ordinary and extraordinary is  
just that little extra”*

**COMMUNITY SERVICE  
GRANT GUIDELINES**

## **WHO WE ARE**

TCF is committed to enhancing and improving the quality of life in your community. To achieve this mission:

We support:

- Promising Students, via our Scholarship Programs
- Transformational Projects, via our Grants Programs
- Charitable Endeavors, via Community Advised Funds and Donor Advised Funds

## **COMMUNITY SERVICE GRANTS**

The Community's Foundation is very active in awarding grants to local nonprofit, community, and volunteer organizations. These grants enhance the quality of life in our shared communities. Many residents of the TCF Service Area will be impacted directly by a TCF grant. Others may find that a TCF grant benefits family, neighbors, and friends. Still others may find themselves working or volunteering for an organization that receives a TCF grant. Over their lifetimes few residents of the TCF Service Area will find themselves untouched by the outcomes of a TCF Community Service Grant.

## **Guidelines**

The following guidelines help The Community's Foundation Board and Staff determine the allocation of the Foundation resources.

## **Basic Grant Information**

We fund specific, definable projects and programs. 501(C)(3) organizations with a charitable or educational purpose will receive the highest priority for consideration by the Board, both in terms of TCF Eligible Organization status, and in terms of funding levels from the TCF budget.

## **Geography**

Projects/Programs must improve the quality of life in these communities:

Collingdale	Prospect Park
Darby Township	Ridley Township
Eddystone	Ridley Park
Folcroft	Rose Valley
Glenolden	Rutledge
Morton	Sharon Hill
Nether Providence	Springfield
Norwood	Swarthmore
Tinicum Township	

## **Funding Priorities**

Areas of Focus:

- Health and Wellness
- Education
- Community Spirit

When we consider a proposal, TCF will evaluate the applicant's ability to:

- Direct the program/project
- Identify specific measurable short and long-term objectives
- Demonstrate that the proposal is an effective means to achieve those objectives
- Deliver services that benefit TCF Service Area community members
- Develop an itemized and realistic budget
- Continue the program or project after funding ceases
- Evaluate the outcome

## **Exclusions**

The Foundation generally will not provide Community Service Grants to support the following:

- For-profit enterprises
- Individuals
- Endowments
- Political parties or political interest groups
- Churches or religious organizations; however, organizations that utilize church facilities to further our community service mission can be a TCF Eligible Organization.
- Alumni organizations
- United Way
- Those projects for which TCF support would be the sole source of support
- Deficit funding

## **Grant Application Process**

Applying for a grant from The Community's Foundation is a two-step process.

- The applicant must obtain status as a "TCF Eligible Organization".
- The Applicant may then apply for a grant using the "TCF Community Service Grant Application" or through a self-designed application that provides TCF with similar key information.

## **Grant Review Process**

Applications will be accepted throughout the year, but will not necessarily be immediately considered for organizational status or funding level. The Foundation pledges that all requests will be handled in a professional and timely manner. Because of the large number of proposals received, TCF prefers that applicants not contact us regarding the status of proposals, except in cases where the provision of additional relevant information is required.

Applications to become a TCF Eligible Organization and receive a Community Service Grant will be initially reviewed at the Staff level. This may include file review, interviews, site visits, and/or other forms of research regarding the applicant and its programs.

Ultimately, all decisions are approved by a Board Committee that meets four (4) times each year to consider funding requests. If approved at the committee level, the recommendations are then considered at the next scheduled meeting of the Board of Directors.

Additional points of interest with regard to the Grant Review process include:

- Applicants will be informed in writing of the Foundation's decisions.
- Applicants may only apply once during each Foundation fiscal year (July to June).
- Only TCF Staff may initiate site visits.
- Persistent telephone or unscheduled or impromptu visits to the TCF office regarding the status of grant applications are strongly discouraged.



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