

# **Watertown/Harvard Community Enrichment Fund 2012**

The Town of Watertown is pleased to announce that it is taking applications for the Watertown/Harvard Enrichment Fund (Fund). The Fund will award \$50,000 in the fall of 2012 to community organizations/programs. The remaining \$50,000 of the annual \$100,000 grant is still under discussion.

The awards will range from a minimum of \$2,000 to a maximum of \$5,000. To be considered for an award, please follow the guidelines within this document. Particular attention will be paid to applications that include collaboration with other organizations/programs.

## **Who Can Apply for a Grant?**

- Watertown-based non-profit organizations (including but not limited to 501 (C) (3) organizations).

## **Who is Ineligible to Apply for a Grant?**

- Town departments and other town funded capital or operating programs are not eligible.
- For profit businesses and organizations.
- Organizations that are used as a pass-through to other organizations/individuals. (e.g. funds used for donations to other groups or scholarship funds).

## **What is the Timeline and Selection Process?**

- One written copy of an application and one electronic copy can be submitted to the Council Clerk (149 Main Street, Watertown, MA02472 [vpapas@watertown.ma-gov](mailto:vpapas@watertown.ma-gov)).
- Alternatively, six written copies of the application can be submitted in person or mailed to the Town Clerk's Office, 149 Main Street, Watertown, MA 0247.
- Applications must arrive at the Town Clerk's office or the Council Clerk's office by July 19, 2012.
- Applications will be reviewed by the Ad-Hoc Charitable Committee. The Committee will recommend who should receive an award and for how much to the Town Council at an August/September Town Council meeting.

### **What Must be Included in an Application?**

1. Name, address, phone number, mission statement, contact person, and email address of the organization/program.
2. The specific amount request and the purpose or need that the requested funds will be used for, including general goal, services to be provided, anticipated outcomes, and number of Watertown residents served/assisted.
3. A current Balance Sheet of the organization.
4. If your organization/program received an award in 2011, provide a brief summary including the amount of the award, accomplishments/outcomes, and details on how the award was spent.
5. Proof that the organization has achieved a 501 (C) (3) status or its equivalent and/or any documentation supporting your non-profit status.
6. Signature of an authorized officer of the organization acknowledging that all the information in the written application is true and accurate.

### **What are the Criterion that will be Considered?**

- How critical are the services provided to Watertown residents?
- How many Watertown residents will be served?
- What is the impact on the community if services were not available due to funding?
- What is the level of collaboration between the applying organization/program and other organizations, businesses, or programs in Watertown?
- Is there information that demonstrates previous awards were used as stated and resulted in positive outcomes?
- What is the present financial position of the organization/program?
- Other sources of other funding available for the specific proposal.
- Percentage of the organization's current budget being requested.
- Description of other fundraising activities.

**Please be advised that the Town of Watertown DOES NOT GUARANTEE that all organizations that apply will be given an award.**