



Blanche M. and George L. Watts Mountainside Community Foundation
210 Orchard Street
Westfield, NJ 07090

GRANT GUIDELINES

Funding Objectives: The Foundation supports charitable organizations benefiting the citizens of Mountainside such as the Community Presbyterian Church, the Public Library, the Fire Department, PAL, Recreation Department, etc. Emphasis will be placed on those organizations deemed to be doing the best job of assisting Mountainside citizens.

Limitations: No grants will be made to individuals; all grantees must be tax exempt under Section 501 (C) (3) of the Internal Revenue Code and qualify as “not a private foundation” under Section 509 (a) of the Code. If an organization has not previously received a grant from the Watts Foundation, a copy of the organization’s Section 501 (C) (3) exemption letter must be submitted with the application.

**Grants are received on a rolling basis throughout the year.
Grant applications must be completed and submitted (postmarked) to:**

**Blanche M. & George L. Watts Mountainside Community Foundation
210 Orchard Street
Westfield, NJ 07091**

The Foundation favors grants for programs or projects that:

- focus primarily on the community of Mountainside, or groups serving the Mountainside community;
- provide innovative responses to recognized community needs;
- enable agencies/institutions to improve their services to Mountainside;
- address positive community change in a constructive way.

It is a general policy of the Foundation not to make grants for:

- operating support that is repetitive or continuing;
- financing deficits;
- replacement of government funding or city- or state-provided services;
- reimbursement or retro-funding for projects substantially or already completed, or to replenish agency resources used to pay for such purposes.

Foundation grants are available for definite programs and for projects covering a specified period of time. Grantees are expected to adhere closely to the stipulated terms of the grant and at the conclusion of the grants period to submit an accounting of all disbursements and a narrative report comparing accomplishments with objectives. Any unexpended funds must be returned to the Foundation.

Programs receiving Foundation funding are expected to publicly acknowledge the Foundation’s contribution in any publicity or printed material generated.



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GRANT APPLICATION

(Reformatted copies of this application form produced in your computer are acceptable.)

Note: Applications for grants should be in writing and must be submitted (postmarked) to be considered at Trustee meetings held throughout the year.

Date of application: _____

Organization's registered name and address:

Attach the following:

- a. a listing of current Board of Trustees and Officers
- b. a copy of your 501 (c) (3) certificate of tax exemption
- c. most recent audited financial statement or Form 990
- d. current annual budget

Name, address & phone number of contact person who will be responsible for this project's implementation, expenditures of funds and project evaluation. The Foundation will require a final project report with verification of funds expended.



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Describe the organization's overall purpose and number of Mountainside individuals served over the past year.

Amount of request: \$ _____

Is this a one-time project or an ongoing project? _____

If it is ongoing, will additional funding be required? _____

Project starting date or project timeframe: _____

Attach a narrative that describes the specific project for which support is sought, including its relevance to the community needs of Mountainside, the time frame of the project, a specific cost analysis, and other sources of funding. Will volunteers or staff from your organization be involved in the project?

Submitted by:

Signature and Official Title