

Writing a Child Development Foundation Grant

Before you begin to write your Child Development Foundation (CDF) grant application, **PLEASE READ THE FOLLOWING NEW INSTRUCTIONS**. Failure to follow the instructions may result in your application not being considered. **THE DEADLINE FOR ALL GRANT APPLICATIONS IS MARCH 31, 2017.**

<p>Sections of the Grant Application</p>	<p>There are four sections to the CDF grant application:</p> <ul style="list-style-type: none"> • Section I Cover Page • Section II Financial Information • Section III Grant Detail and Narrative • Section IV History of Previous CDF funding <p>In addition to these four sections, there is a Submission Checklist (page 5 of this document). Before mailing the final grant application to CDF, please use this checklist to ensure that all information is included.</p>
<p>Important Note</p>	<p>If any requested information in any of the sections is unavailable, please provide an explanation.</p>
<p>Section I</p>	<p>Section I – Cover Page</p> <p>This single page form (page 4 of this document) contains a number of questions concerning your organization. Please complete the questions, sign, and use this as the cover page of your application.</p>
<p>Section II</p>	<p>Section II – Financial Information</p> <p>Section II should contain the following information:</p> <ul style="list-style-type: none"> • IRS Letter of Determination of 501(c)(3) status • Your most recent Annual Financial Report • Current year-to-date Treasurer’s Report • Current salary/wage/consultant fee schedule listing each position in your organization by title who received compensation.
<p>Section III</p>	<p>Section III - Grant Detail and Narrative</p> <p>Section III contains the following two parts:</p> <ul style="list-style-type: none"> • Organizational Mission • Grant Request Description <p>Each of these is explained in more detail later in these instructions.</p>

Important Distinctions	Please review the following before you begin to write Section III. These are provided so that you understand how CDF defines eligibility and “special needs children.”	
	<i>What agencies are eligible?</i>	All IRS registered non-profit agencies with either: <ul style="list-style-type: none"> • An office in Montgomery County, or • A service facility in Montgomery County where the agency serves children with special needs.
	<i>What children are eligible?</i>	Children with special needs who reside in Montgomery County, Pennsylvania, ages 0-21 are eligible for CDF funding.
	<i>How does CDF define “children with special needs?”</i>	CDF serves children who fall within the definition of "special needs" as defined in the CDF By-laws. The CDF By-laws defines "special needs" as: learning disability; speech or language impairment; mental retardation; emotional disturbance; autism; hearing impairment; visual impairment; deaf-blindness; orthopedic impairment; traumatic brain injury; other health impairment; multiple disabilities; developmental delay; or such other disability or impairment as the Board shall, from time to time, deem to be consistent with any of the above.
	<i>Who is not eligible?</i>	If your request is for children not included within those specified in our By-laws, your request may not be funded. We urge particular caution in relying solely on the term “at risk.” While we recognize that children outside our definition also need support CDF must follow its By-laws.
Organizational Mission	Begin Section III by including a brief description of the mission of your organization/agency and how that mission relates to services provided by you for special needs children.	

Grant Request Description	<p>Also in Section III, include the Grant Request Description, which should contain the following:</p> <ol style="list-style-type: none"> 1. Description <i>Briefly</i> describe the program, activity or other type of service for which you are requesting funding from CDF. 2. Benefit Explain how the service will benefit the special needs children you serve. Be as specific as possible. Please explain whether your service has been endorsed by research studies or is offered by other agencies in other geographic areas. 3. Use of Funding Provide a projected budget of how the money will be used. If you are requesting funds to buy equipment or supplies, be sure to include a clear statement describing why these things are important to the program, activity or service you intend to provide. 4. Number of Children Who Will Benefit Provide an estimate of the number of Montgomery County special needs children who will benefit from the grant. 5. Length of Program Explain whether you intend to offer this service year round or only part of the year. If only part of the year, please provide the dates you expect to offer this service.
Section IV	<p>Section IV - History of Previous CDF Funding</p> <p>If you received a grant from CDF for any previous year, please answer the following questions for the most recent year in which you received funds:</p> <ol style="list-style-type: none"> 1. The year and amount of grant you received. 2. The service (including any equipment and supplies) for which you received the grant. 3. Tell if the grant money was spent for anything other than the purpose requested. If so, please explain why and for what purpose it was spent. 4. Provide your assessment of how successful the service was. If you are able, provide one or two specific examples of how children benefited.
Important Note	<p>The CDF believes that the applicant should be able to provide us all of the information from Sections III and IV in 3 pages maximum. Applicants should only exceed this only if they believe they cannot provide us with the information requested <u>clearly and concisely</u>. Needlessly, wordy explanations are not helpful.</p>
Submission Checklist	<p>Use the Submission Checklist (page 5 of this document) to make sure you have included all of the necessary information and documents that we have requested.</p>
Mailing Information	<p>Mail your completed grant application to:</p> <p style="text-align: center;">Board of Directors Child Development Foundation 2500 DeKalb Pike, Suite 100 Norristown, PA 19401-2007</p>
Due Date	<p>The grant application must be received no later than March 31, 2017.</p>

Child Development Foundation

2500 DeKalb Pike, Suite 100
Norristown, PA 19401-2007
610-277-4000, Ext. 7223
ewing@childdevelopmentfoundation.org

2017 Grant Application

Section I - Cover Page

1. Legal Name of Organization: d/b/a:	
2. Federal Tax I.D. Number:	
3. Mailing Address:	
4. Email Address:	
5. Telephone Number:	
6. Fax:	
7. Location of office:	
8. Location of service facility:	
9. Are your services performed in Montgomery County?	
10. Amount being requested:	
11. Number of special needs children living in Montgomery County who will benefit:	
12. Printed name and title of individual completing application:	

Signature: _____ Date: _____

Child Development Foundation

2017 Grant Application

Submission Checklist

Your Grant Application submission must include:

One (1) each of the following:

_____	Original 2017 Grant Application Cover Page (Section I)
_____	Financial Information (Section II) <ul style="list-style-type: none">• IRS Letter of Determination of 501(c)(3) status• Copy of most recent Annual Financial Audit• Copy of current year-to-date Treasurer's Report• copy of current salary/wage/consultant fee schedule listing each position in your organization by title who received compensation
_____	Original Grant Details and Narrative (Section III)
_____	Copy of your brochure

Thirteen (13) packets of the following documents:

_____	2017 Grant Application Cover Page (Section I)
_____	Grant Details and Narrative (Section III)
_____	History of Previous CDF Funding (Section IV)
_____	Current salary/wage/consultant fee schedule
_____	Balance Sheet only from most recent Annual Financial Audit showing Assets, Liabilities, Net Assets, Equity
_____	Schedule of Board of Directors