Applying for Grants Using Your CFA Fund

Having a fund at the Community Foundation allows your group to act as a nonprofit under our umbrella, which includes the opportunity to apply for grant funding both from the Foundation and also outside funders. When CFA agrees to accept a grant to support one of our funds, we are serving as your group's fiscal sponsor, and there are procedures that must be followed by fundholders to keep in line with the Community Foundation's policy.

1) Applying for CFA Grants

- You can learn about our funding opportunities online at **cfalleghenies.org**.

- Most of the organizational questions on the application should be completed with CFA information. Focus on your group and the project you would like to receive funding for in the program area questions. If you have questions about the application or your project, contact Angie Berzonski, Program Officer, at aberzonski@cfalleghenies.org or 814-315-2982.

- Contact Emily Wood at ewood@cfalleghenies.org or 814-208-8448 to request the CFA documents you will need to complete the application, including the Federal Tax ID Number, IRS Determination Letter, 990, audit, budget, and board list. Please request these documents at least two weeks before the application deadline.

- If you receive an award, the grant will be transferred directly into your fund after you submit a signed copy of your grant agreement.

- You can request payments and reimbursements related to your grant project by following our "Making Distributions from Your Fund" handout.

- You must complete the Final Project Report for your grant by the due date provided on your grant agreement. You can find the link to the report on the Grants Page of our website. If for some reason your project has not been completed by the due date, contact Angie or Emily to discuss requesting a deadline extension.

2) Applying for Grants from Outside Funders

- When you become aware of an outside funding opportunity you are eligible to apply for, you must reach out to CFA before applying. Contact Emily Wood at ewood@cfalleghenies.org or 814-208-8448 to discuss. CFA must approve each grant opportunity. CFA reserves the right to refuse to accept any grant funding that has not been properly vetted by staff.

- After receiving approval, work with Emily to determine the application process. For instance, some funders only allow the fiscal sponsor to create and submit the application; others will allow you as the entity who will ultimately execute the project. You must provide this information to CFA at least two weeks before the application deadline.

- If you will be completing the application, you can contact Emily to ask for the CFA documents you will need to complete the application, including the Federal Tax ID Number, IRS Determination Letter, 990, audit, budget, and board list. Please request these documents at least two weeks before the application deadline.

- Unless prohibited by the grant funder, CFA will apply your fund's administrative fee to grant awards. If CFA must do significant additional work related to your fund, for example reporting and processing reimbursable grants, we may choose to assess a different fee structure specific to the grant. This should be discussed and agreed upon before application submission.

- If you are awarded funding, please immediately notify Emily of the award amount and any actions needed to accept funding.

- It is your responsibility to complete any reporting requirements from your funder. If you need information from CFA to complete the reports, this must be requested at least two weeks before the deadline. Financial information should be obtained using CFA's online fund access system. If you do not already have an account, contact Theresa Hochfeld at thochfeld@cfalleghenies.org or 814-208-8389 to create one.