



## **GRANT APPLICATION GUIDELINES**

### **The Fund Defined**

The Pittsburgh Foundation has established the Neighbor-Aid Fund, a Current Distribution Fund, to serve as a flexible resource to support nonprofit organizations struggling to meet escalating demands from families and individuals as a result of the economic downturn. Grants from the Fund will be awarded by a distribution/advisory committee, comprised of representatives from all major funding organizations. Following guidelines established by The Pittsburgh Foundation, the Committee will review requests on a case-by-case basis as submitted by non-profit organizations. The Committee will award assistance grants to meet increased demands by individuals and families on nonprofits that it determines to have the capacity to provide support in housing, utilities, food, and transportation. The Fund is designed to be spent down over time and has the capacity to be replenished should the crisis persist.

### **Funding Sources**

A group of foundations, such as private foundations, family foundations, and corporations or corporate foundations, contributes money to fund the advancement of charitable and educational services or activities and requests that The Pittsburgh Foundation provide oversight over the activities as well as hold, administer, and disburse the funds.

### **Funding Process**

Project proposals that are submitted to the Neighbor-Aid Fund Advisory Committee will be reviewed by the full committee for consideration of funding level. Grantee organizations are responsible for full programmatic and financial reporting on all grants awarded.

## Project Criteria

Projects must support at least one of the following:

- Individuals and families in need with priority given to first-time users of human services;
- Focus on meeting the basic needs of food, transportation, utilities and housing;
- Ability to leverage additional resources or revenue streams for individuals and families in need

## Categories of Funding

Projects must fall under at least one of the following categories:

- Flexible funds for short-term emergencies
- Direct support for basic needs (utility assistance, food, etc.)
- Matching grant for other funds (government, corporate, individuals, etc.)
- Staff and infrastructure support resulting from increased demand (must demonstrate)

## Grant Application (*not to exceed 5 pages*)

Program Questions:

1. Please describe the specific purpose for which grant funds are requested.
2. What is the increase in need that you have observed? Please give the demographics of your clients.
3. How do clients access your service?

Collaborative Questions:

1. Given limited resources, how are you thinking differently about your service delivery system?
2. What is your referral plan for services that you cannot provide to clients?
3. How are you working with other providers in the area to minimize duplication of services?
4. How do your efforts complement those of other agencies?

Budget Questions:

1. How much has your organization already spent to provide services to these clients?
2. How much has your organization raised (on its own or received from other sources) to provide services?
3. What additional funding will you need in order to provide sufficient services?
4. What other sources of project funding have been identified?
5. What steps have you taken to reduce costs? Have you pursued back office consolidation or mission focused partnerships?

Attachments:

- IRS Determination Letter
- Current Fiscal Year Profit/Loss Statement
- Board of Directors