



*“The difference between ordinary and extraordinary is
just that little extra”*

GRANT GUIDELINES

WHO WE ARE

The mission of the Taylor Community Foundation (“TCF”), a 501(c)(3) charitable organization, is to promote health and wellness in the TCF Service Area. TCF is an autonomous organization, connected by the longstanding commitment to initiate and support programs and organizations that advance health, wellness, education, and community spirit. The overriding objective of any TCF financial award is to enhance the quality of life for community members of the TCF Service Area.

WHAT WE SUPPORT

The type of support to be awarded is defined by two major categories:

- Community Service Grants
- Scholarships

Community Service Grants

Taylor Community Foundation is very active in awarding grants to local nonprofit, community, and volunteer organizations. These grants enhance the quality of life in our shared communities, primarily by addressing health and wellness or educational needs. Many residents of the TCF Service Area will be impacted directly by a TCF grant. Others may find that a TCF grant benefits family, neighbors, and friends. Still others may find themselves working or volunteering for an organization that receives a TCF grant. Over their lifetimes few residents of the TCF Service Area will find themselves untouched by the outcomes of a TCF grant.

Grants are awarded primarily to enhance the delivery of direct services to members of the community defined as the TCF Service Area (see below). Grant requests designed to improve health and wellness and education are an organizational priority, though grants that improve communities in the TCF Service Area in other ways will also merit consideration.

TCF Service Area

Collingdale	Prospect Park
Darby Township	Ridley Township
Eddystone	Ridley Park
Folcroft	Rose Valley
Glenolden	Rutledge
Morton	Sharon Hill
Nether Providence	Springfield
Norwood	Swarthmore
Tinicum Township	

Specific grant guidelines and processes will be described later in this document.

Scholarships

Scholarships may be awarded to selected individuals who are interested in pursuing an undergraduate degree and who:

- Reside in the TCF Service Area.
- Major in the Allied Health Professions
- Upon graduation, have a genuine interest to perform work that will enhance the quality of life for people in the TCF service area.

To apply, individuals should request or download a scholarship application. TCF employs an intensive committee process to the scholarship award decisions, designed to maintain objectivity, integrity, and fairness. Each member of the committee gives careful consideration to each application and our Board of Directors ensures that impartiality and independence are the clear mandate. Each year, we must decline many quality applicants for scholarships and grants for the simple but compelling reason that our funds are limited, while requests for our support are not.

GRANT GUIDELINES

The following guidelines help the Taylor Community Foundation Board and Staff determine the allocation of the Foundation resources.

Basic Grant Information:

501(C)(3) organizations with a charitable or educational purpose will receive the highest priority for consideration by the Board, both in terms of TCF Eligible Organization status, and in terms of funding levels from the TCF budget.

Requests for approval and funding must be in writing, through submission to the street or electronic address listed on the TCF grant applications. The applicant may use a current application from the web site or make a self-designed plea for status or funding that encompasses those items of concern to the TCF Board and Staff.

Requests for support must demonstrate that the program or project will address a real community need and not simply duplicate existing efforts. We want to fund specific, definable projects that meet local needs.

Special consideration will be given to direct service initiatives that encourage significant levels of collaboration, volunteerism, and fundraising.

Projects and programs should demonstrate an end result and a process for achieving that result. Priority will be given to projects or programs which will be self-sustaining after a TCF grant award expires.

When we consider a proposal, TCF will evaluate the applicant's ability to:

- Direct the program/project
- Identify specific measurable short and long-term objectives

- Demonstrate that the proposal is an effective means to achieve those objectives
- Deliver services that benefit TCF Service Area community members
- Develop an itemized and realistic budget
- Continue the program or project after funding ceases
- Evaluate the outcome

Exclusions

The Foundation generally will not provide support to the following:

- For-profit enterprises
- Individuals, with the exception of scholarship recipients or Pay-It-Forward Fund recipients.
- Endowments
- Political parties or political interest groups
- Churches or religious organizations; however, organizations that utilize church facilities to further our community service mission can be a TCF Eligible Organization.
- Alumni organizations
- Individual sponsorship
- United Way
- Those projects for which TCF support would be the sole source of support
- Those projects for which services are duplicated by others in the same geographic area
- Deficit funding

Grant Application Process

Applying for a grant from the Taylor Community Foundation is a two-step process. First, the applicant must obtain status as a “TCF Eligible Organization”. The Applicant then may apply for a grant using the “TCF Specific Grant Application” or through a self-designed application that provides TCF with similar key information.

After review of the Application for Status as a TCF Eligible Organization, board committees may approve an organization’s eligibility for a TCF grant by designating the entity as a “TCF Eligible Organization”. Once approved, a TCF Eligible Organization will be qualified to apply for direct funding from the Taylor Community Foundation on a case-by-case basis.

Potential applicants may request that applications be mailed or applicants may download an application from the TCF web site (taylorcommfdn.org). TCF Staff will be available to assist with the application process.

Grant Review Process

Applications will be accepted throughout the year, but will not necessarily be immediately considered for organizational status or funding level. Because of the large number of proposals anticipated, TCF prefers that applicants not contact us regarding the status of proposals, except in cases where the provision of additional relevant information is required. The Foundation pledges that all requests will be handled in a professional and timely manner.

Grant application review will be initially performed at the Staff level via file review, interviews, site visits, and other forms of research regarding the applicant and its programs.

Grant decisions for less than or equal to \$1,000 may be made at the Staff level, though status as a TCF Eligible Organization must first be determined by Board Committee.

Applications for funding of greater than \$1,000 will be reviewed by TCF Board committees for appropriateness and funding level. The TCF Board committees meet four (4) times each year to consider funding requests. If approved at the committee level, the recommendations are then considered at the next scheduled meeting of the Board of Directors. The TCF Board meets eight (8) times per year.

Additional points of interest with regard to the Grant Review process include:

- Applicants will be informed in writing of the Foundation's decisions.
- Applicants may only apply for funding once during each Foundation fiscal year (July to June).
- Only TCF Staff may initiate site visits.
- Persistent telephone or unscheduled or impromptu visits to the TCF office regarding the status of grant applications are strongly discouraged.



(office access from Chester Pike)
(610) 461-6571 Fax (610) 521-6057
info@TCFhelps.org
www.TCFhelps.org