

29 November 2011

Dear Community Partners,

We are delighted to inform you that Bowdoin College will again offer the Common Good Grants through the McKeen Center for the Common Good. The Common Good Grant provides over \$10,000 to local non-profits that serve the greater Brunswick community. With the intent of maintaining current programs as well as funding new initiatives that serve local communities, the grant is made possible by an anonymous donor interested in providing students the opportunity to learn about the field of philanthropy while developing relationships with non-profit organizations. Additionally, the Development Committee works to supplement these initial funds by soliciting support from community members. In the past, the Development Committee has increased our grant base by as much as 60 percent.

Grants will be awarded by the Common Good Grant Committee, a group of twelve Bowdoin students advised by the staff of the Bowdoin College McKeen Center. All applications will be reviewed by the student committee and considered on a competitive basis. Grant proposals must be postmarked by Friday, February 3, 2012. The free, optional grant-writing workshop provided by the College for organizations interested in applying for the Common Good Grant will not be held this year as it is now being held every other year.

We are most appreciative for all that community organizations do to address the issues faced by the greater Brunswick community. Attached you will find the grant application packet. Please note, this year we are using the Common Grant Application developed by the Maine Philanthropy Center in order to help streamline the grant seeking process. Feel free to contact the student leaders, Matt Hillard and Suzie Rawden, if you have further questions regarding the grant.

Sincerely,

*Suzie*

Suzie Rawden '12  
Student Co-Director  
Common Good Grant  
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*Matt*

Matt Hillard '12  
Student Co-Director  
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Caitlin Callahan  
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JOSEPH MCKEEN CENTER FOR THE COMMON GOOD, BOWDOIN COLLEGE

**Bowdoin College Common Good Grant**

## **Mission Statement**

The Common Good Grant provides \$10,000 in grants to local non-profits that serve the greater Brunswick area (Bath, Bowdoin, Bowdoinham, Brunswick, Durham, Freeport, Georgetown, Harpswell, Lewiston, Lisbon, Lisbon Falls, Phippsburg, Richmond, Topsham, Wiscasset, Woolwich, and Yarmouth) to maintain current programs and to fund new initiatives that positively impact local communities. These grants are awarded by the Common Good Grant Committee, a group of Bowdoin students interested in the non-profit sector and philanthropy. The funding for these grants has been provided by an anonymous donation of \$10,000. This value is supplemented by the fundraising of students serving on the Development Committee.

## **Who May Apply?**

Any registered, equal opportunity non-profit organization located within 20 miles of Brunswick that serves the greater Brunswick area may apply.

## **What CAN'T We Fund?**

We are unable to fund capital efforts and contribute to endowments. No individual grant will exceed the amount of \$2,500. Funding requests must have relevance to the program and organization size. We cannot fund organizations that received a grant from the Common Good Grant Committee last year, or who have received a *total of three* within the *last eight years*.

## **How are Applications Evaluated?**

Applications will be reviewed by the Common Good Grant Committee. All applications will be considered on a competitive basis. Programs will be judged on several criteria, including:

- realistic funding and implementation plans;
- accessibility and ability to address a clear public need;
- clarity and organization of the proposal and program goals.

## **Application Deadline: *February 3, 2012***

All applications must be postmarked by Friday, February 3. All applicants will be notified of funding decisions on or before Monday, April 2. Final grants will be awarded on Wednesday, April 11, at Bowdoin's Common Good Grant Awards Ceremony. This grant is intended for use during the time period between April 12, 2012 and April 12, 2013.

Please send *8 (hole-punched and paper-clipped) copies* of your grant application to:

Matt Hillard and Suzie Rawden  
Joseph McKeen Center for the Common Good  
Bowdoin College  
4690 College Station  
Brunswick, ME 04011  
Re: Common Good Grant Program

# Common Good Grant Application Format

## Cover Letter

Include a basic one-page cover letter that states the amount requested and provides a highly abbreviated description of the project.

## Part 1: Request Form

See and complete corresponding document, *Part 1-Common Grant Request Form* provided by the Maine Philanthropy Center.

## Part 2: Proposal Narrative

Submit a proposal narrative, **not exceeding 2 pages or 1,000 words**, with 1-inch margins, at least 10-point font, and single line spacing. The narrative should focus on the grant request and should include the following (if applicable):

- Proposed use of requested funds.
- Targeted population and geographic area to be served by this project/program.
- Desired outcomes and plans for achieving them.
- Plans for assessing progress toward goals.
- Other sources of support committed thus far.
- Projected timeline for use of funds. *Provide project start and end dates (if applicable).*

## Part 3: Proposal Attachments

Attach copies of the following (those which apply to your request):

- A current organization operating budget with revenue and expenses.
  - If the request is for program support or capital need **ALSO** submit a detailed budget tied to the request.
- Current/Final 501 (c) (3) IRS determination letter.
- If the organization has a fiscal agent attach a copy of the letter of agreement between the organization and the fiscal agent and the fiscal agent's Current/Final 501 (c) (3) IRS determination letter.
- List of Board Members including their employment and/or community affiliations.
- Letters of agreement **IF** collaborating with another organization.