



## Help Our Neighbors Application

The Help Our neighbors Fund was created in late 2008 by our Board of Trustees in response to significant increases in calls for urgent assistance for basic human needs for individuals and families (e.g. emergency expenses, rent, utilities, licenses and certifications, transportation to work, essential medication, medical care). Since then more than \$57,000 in grants have been made to local nonprofits.

### Eligibility Criteria

To apply, an organization must be a designated 501(c)(3) nonprofit under the Internal Revenue Code (which includes churches) and be able to provide evidence of that designation. The organization must be located in and providing services for residents of Anne Arundel County. Eligible organizations must have a proven and well-established capacity to determine eligibility for urgent financial assistance, and a track record of ensuring that financial assistance is provided to families and individuals with the most need in Anne Arundel County. Eligible organizations must have a transparent and documented process for tracking the use of their financial assistance.

Grants will be awarded from a minimum of \$250 to a maximum of \$2,500 to provide emergency financial assistance to families and individuals in need in Anne Arundel County. Specifically, the funds should provide assistance in paying for rent, car repair, utilities, medicine, food, and other basic necessities. Disbursements from the grant should be made directly to the vendor providing the service or emergency need (i.e. utility company, landlord, pharmacy, grocery gift card), unless exceptional circumstances apply. Grants must be disbursed immediately to a variety and diversity of individuals and families, and each disbursement must not exceed \$500 unless exceptional circumstances apply. The severity and urgency of the need to be addressed and the impact of the financial support on an individual's or family's ability to remain independent should be the determining consideration in the disbursement of funds.

All grant applications will be accepted from eligible organizations on a rolling basis. Grants requests will be reviewed within 14-21 business days. Depending on the availability of funds, an organization may apply for a grant subsequent grant after sufficiently documenting the disbursements from the previous grant.

Please contact Jan Hoffberger at [jan@cfaac.org](mailto:jan@cfaac.org) with any questions.

# Help Our Neighbors Grant Application

CFAAC will only accept completed applications in the format outlined below. Proposals must not exceed one page. Please do not send any additional attachments.

## AGENCY INFORMATION:

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Year Agency Created: \_\_\_\_\_ Federal ID/EIN: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Amount Requested (\$250 to \$2,500): \_\_\_\_\_

**(\*Please note all grants must be disbursed to individuals and families in need in Anne Arundel County)**

1. Describe the specific purpose for which this grant is requested. Please identify the emergency need(s) or type of emergency need(s) to be met. \_\_\_\_\_

\_\_\_\_\_

2. Briefly describe the process your organization uses to determine eligibility and your ability to verify the emergency request(s) for financial assistance. \_\_\_\_\_

\_\_\_\_\_

3. Describe the process used to distribute financial assistance to individuals and families in need and verification that assistance was used for its intended purpose(s). \_\_\_\_\_

\_\_\_\_\_

4. Please provide other relevant statistics about your program such as the total number of people served last year and this year, demographic information and the total amount of money expended on an annual basis to meet emergency needs. \_\_\_\_\_

\_\_\_\_\_

**Please e-mail completed applications to [jan@cfaac.org](mailto:jan@cfaac.org), fax to 410-280-1104 or mail to CFAAC, 914 Bay Ridge Road, Suite 220, Annapolis, MD 21401.**