

**CAPITAL CITY EDUCATION ALLIANCE, INC. GRANT APPLICATION**

*Connecticut Common Grant Application Form*

**COVER SHEET** (This may be reproduced by computer in its exact form)

Today's date:

\_\_\_\_\_  
Please answer all questions on this page; do not refer to attachments.

1. \_\_\_\_\_  
Legal name of organization Telephone & fax numbers
2. \_\_\_\_\_  
Address of organization
3. \_\_\_\_\_  
Chief executive officer (CEO) / Executive Director Title
4. \_\_\_\_\_  
Contact person for this application, if different from CEO/Executive Director Telephone & Fax Number
5. Principal purposes and services of your organization:
  
6. Geographic area served:  
\_\_\_\_\_
7. Number of persons served annually: \_\_\_\_\_; in each region where applicable, indicate the percentage from:  
*Gr. Hartford: \_\_\_\_\_%; New Haven: \_\_\_\_\_%; Bridgeport: \_\_\_\_\_%;*  
*Other, please specify region \_\_\_\_\_: \_\_\_\_\_%*
8. Ethnic and gender representation:  
a. Population served: Total #: \_\_\_\_\_; *percent minority: \_\_\_\_\_%; percent female: \_\_\_\_\_%*
9. Specific purpose for which funds are requested:
  
10. List funding already secured for your project:
  
11. Amount requested: \_\_\_\_\_;  
Period of time in which funds will be spent: from \_\_\_\_\_ to \_\_\_\_\_
12. Does your organization receive support from United Way, Combined Health, Arts Council  
or other federated funds: yes: \_\_\_\_\_ no: \_\_\_\_\_
13. Letter from IRS stating 501(c)(3) tax status: yes: \_\_\_\_\_ no: \_\_\_\_\_ (please attach copy or provide other  
documents/information regarding your tax exempt or charitable status, including but not limited to if your  
organization is tax exempt due to its status as a governmental unit/agency /instrumentality)
  
14. \_\_\_\_\_  
Signature of Board Chair, indicating approval Signature of CEO \ Executive Director

**NARRATIVE AND ATTACHMENTS**

*Please provide the following information in this order using these headings, subheadings and numbers.*

**A. Narrative:** *Please limit to two (2) pages.*

1. Purpose of this Grant

- Statement of issues to be addressed; description of target population to benefit
- Description of project goals and objectives; statement as to whether this is a new or ongoing part of the sponsoring organization
- Description of how the people expected to benefit from this project have been or will be involved in its development and implementation
- Project activities and timetable
- Anticipated outcomes and results
- List of key individuals involved in the project; brief summaries of their qualifications (*no resumes, please*)
- How this agency will work with other organization(s) if this is a collaborative proposal
- Long-term strategies for funding this project beyond this grant period, including listing/description of funding already secured
- Marketing/Public Relations opportunities for the organization and the Capital City Education Alliance

2. Evaluation

- Plans for evaluation including how impact will be defined and measured; please list at least two measurable outcomes
- How evaluation results will be used/or disseminated

**B. Attachments** *(Please provide the dates each document covers)*

1. Financial Information

- Budget for this grant request showing income and expenses

2. Other supporting materials

- Board membership list with names and affiliations
- Copy of IRS determination letter and/or explanation of your tax-exempt status, including but not limited to if your organization is tax exempt due to its status as a governmental unit/agency/instrumentality

3. Please review and sign the attached Grant Agreement, Schedule I

## Terms and Conditions of Grant Funding

If awarded, the \_\_\_\_\_ (the "Recipient") agrees to the following terms and conditions of this grant agreement with the Capital City Education Alliance, Inc. (the "Alliance"):

1. Use the Alliance's grant, in the amount of \$X (the "Grant") for expenses that exclusively further charitable, scientific, literary, and educational purposes within Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code").
2. Identify the Grant separately on the Recipient's books of account, charge Grant-related expenditures to the Grant account, maintain adequate records, including receipts for all purchases made, to enable the Alliance to easily determine how the Grant was used and make Recipient's books and records available for inspection by Alliance representatives upon reasonable notice during regular business hours.
3. Submit a final report by **MONTH DAY, YEAR**. This report shall include an itemized list of the Recipient's use of the Grant. If any portion of the Grant is not expended for the approved charitable purposes by **MONTH DAY, YEAR**, Recipient shall return any remaining funds to the Alliance or request an extension of time to complete Grant expenditures. Alliance shall consider reasonable requests for extensions of time, but any decision to extend the term of the Grant shall remain in the sole discretion of the Alliance.
4. Inform the Alliance immediately of (i) any change in project leadership; (ii) any change in Recipient's legal or tax-exempt status; (iii) any other circumstances, including without limitation, Recipient's overall financial health, that may impact Recipient's ability to receive or expend the Grant for the intended purposes; and/or (iv) any inquiry or investigation from any federal, state or local governmental authority.
5. Recipient is required to satisfy all conditions of the Grant set forth above. Recipient's failure to comply with any of such conditions shall allow the Alliance to seek reimbursement from Recipient of any remaining Grant funds and/or funds expended for purposes other than those identified in Section 1.
6. Any Grant amounts required to be reimbursed to the Alliance shall be returned within ten (10) business days of the provision of written notice by Alliance to Recipient, together with interest accrued at a rate of 0.75% per month or fraction thereof beginning ten (10) days after the provision of written notice. Recipient agrees to pay all expenses (including, but not limited to, reasonable attorneys' fees and costs) of the Alliance associated with the collection of any such reimbursement.
7. Recipient understands that for the Alliance to maintain its federal tax exemption as a public charity described in Section 501 (c)(3) of the Code, it must engage exclusively in activities which further the Alliance's purposes, while avoiding an impermissible private benefit. Recipient understands that the Alliance is responsible for the programs it funds to advance those tax-exempt purposes. Recipient therefore agrees it will refrain from any action that could conflict with such charitable purposes. Recipient agrees to reimburse the Alliance for any damages, including, but not limited to, tax liabilities, which are the result of action taken by Recipient that affects the federal tax exemption of the Alliance. Any such reimbursement shall also be governed by the provisions of Section 6.
8. Recipient shall support the Alliance's efforts to promote the Grant and other activities related to the Grant, and to the extent that Recipient wishes to promote the Grant itself, include the Alliance in the publicity activity as described herein. Recipient agrees that the Alliance may make public announcements, including, but not limited to, periodic written reports of grant-making activities, which may include reference to the Recipient and Grant. Recipient shall provide reasonable access for any Alliance media requests, including, but not limited to, photo releases, made in connection with the Grant, as may be permitted by law. Prior to making any public announcement regarding the Grant, Recipient will submit draft materials to the Alliance for its review and approval. Recipient shall not publicize the grant without having first received Alliance approval. If any portion of the Grant funds are used in connection with the development of professional education products, research reports, publications, or other materials to be made publicly available, Recipient must submit copies of all such materials (including online and web-based materials) to the Alliance for review and approval prior to final production and distribution. All such materials must be imprinted with the Alliance's name and logo, consistent with the Alliance's graphic standards, and include the following statement: ***"Funded by a grant from the Capital City Education Alliance."*** Any use of the Alliance's name, logo, or trademarks requires the Alliance's prior written approval. Recipient agrees not to use the Alliance's name, logo, or trademarks in a manner that is defamatory, misleading, libelous, obscene, or otherwise potentially damaging to the reputation or goodwill of the Alliance.
9. Recipient shall not assign this Agreement or subcontract work in connection with the Grant except as outlined in the application, without the prior written approval of the Alliance.

10. These Terms and Conditions of Grant Funding set forth all terms of the Grant and replaces all prior understandings and agreements. Any modification or amendment will be made only in writing signed by authorized officers of the Recipient and the Alliance. Recipient acknowledges that the Alliance and its representatives have made no actual or implied promise of current or future funding; these terms and conditions set forth the terms which will govern a Grant award if made. Upon expiration or termination of a Grant award if made, the Alliance will have no further obligation to provide funding to the Recipient. However, the foregoing is not intended to prohibit Recipient from submitting any new grant proposals to the Alliance. The Alliance shall have sole discretion and decision-making authority with respect to such new proposal, and shall be under no obligation whatsoever to award any additional funds to Recipient in response to such new proposal.
  
11. Recipient agrees to defend, indemnify and hold harmless the Alliance and its directors, officers, agents, representatives and employees against any and all direct and third-party suits, claims, or liabilities of any nature arising out of, or as consequence of, any act, omission, or breach of these Terms and Conditions of Grant Funding by Recipient and/or Recipient's directors, officers, agents, representatives or employees. This Section 11 shall survive any expiration or termination of these Terms and Conditions of Grant Funding.

Agreed to and accepted:

**CAPITAL CITY EDUCATION ALLIANCE, INC.**

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Name, Title, and Date

**Recipient**

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Name and Title