

## OVERVIEW

### OBJECTIVE

Support external, collaborative efforts across two or more organizations or networks.

### DESIRED OUTCOME

Advance the desired outcomes of grant portfolios I-III.

### PROCESS

Quarterly, open grant process for direct grantee partners that seek up to \$5,000.

### ELIGIBILITY

Applicants must:

- Represent organizations or networks that received a direct grant (not regrant) from us within the last two years, but other organizations or networks must also directly benefit from the support and serve as co-applicants.
- Have submitted reports for all previously awarded CDF grants. CDF reports are due by December 15 of the year of the award or sooner.
- Share collaborative, promising, and important plans that advance the goals of one of our other grant portfolios: Environmental Justice & Protection, Social Justice, or McIntosh County.

### QUARTERLY DEADLINES & BUDGET

Applications are considered for up to \$5,000 each and reviewed quarterly, until the fund is depleted for the year.

- Deadlines: Q1: February 1, Q2: May 1, Q3: August 1, Q4: November 1

## DIRECTIONS & REQUIREMENTS

### APPLICATION FORM

- Complete this CDF Application Form (see pages 2-3 below). It can be downloaded on the “[Collaboration Development Fund](#)” page of our website.
- Email [info@sapelofoundation.org](mailto:info@sapelofoundation.org) with the completed CDF Application Form as an attachment.
- Title both the email and the attachment: “**CDF Application – [Organization Name].**”
- If seeking funds for two CDF opportunities (that do not exceed \$5,000 of annual grant support), please submit two separate CDF Application Forms. Note: funds must be for a future need, not a past expense.
- If the CDF has been depleted for the year, we will share that update on the website.

### REPORT FORM

- Complete the CDF Report Form, if a CDF grant was awarded. It can be downloaded on the “[Collaboration Development Fund](#)” page of our website.
- Email [info@sapelofoundation.org](mailto:info@sapelofoundation.org) with the completed CDF Report Form as an attachment.
- Submit the CDF Report Form within a month of completing the work or by December 15 of the current year, whichever comes first.
- Title both the email and the attachment: “**CDF Report – [Organization Name].**”



CDF APPLICATION

Part #1: APPLICANT	
1A. Today's date:	
1B. Organization name:	
1C. Mailing address (for grant check):	
1D. Phone:	
1E. Name and title of contact person:	
1F. Email address of contact person:	
1G. Are you applying on behalf of (1) your organization, (2) a formal network, or (3) a less formal collaboration?	
1H. If relevant, list the name and active member organizations of the formal network or less formal collaboration. <i>(scroll up or down in response field)</i>	

Part #2 - CO-APPLICANT(S) Note: Answers are required, regardless of whether you are applying on behalf of (1) your organization, (2) a formal network, or (3) a less formal collaboration.	
2A. One primary co-applicant - organization name:	
2B. One primary co-applicant - mailing address:	
2C. One primary co-applicant - phone:	
2D. One primary co-applicant - name and title of contact person:	
2E. One primary co-applicant - email address of contact person:	
2F. List all co-applicants engaged in this CDF opportunity. Include (1) names of organizations or networks and (2) cities or towns where their offices/full-time staff are based year-round. <i>(scroll up or down in response field and answer)</i>	



**Part #3 - ELIGIBILITY**

<b>3A. In what year did your organization receive its most recent grant award payment for one of our main grant portfolios: (1) Environmental Justice &amp; Protection, (2) Social Justice, or (3) McIntosh County?</b>	
<b>3B. Did your organization receive a CDF grant award in the past?</b>	
<b>3C. If yes, in what year did you receive your most recent CDF grant award?</b>	
<b>3D. If yes, did you submit a completed CDF Report for that most recent CDF grant award?</b>	

**Part #4 - OPPORTUNITY**

<b>4A. Headline for CDF opportunity:</b> <i>(one sentence or phrase)</i>	
<b>4B. Type of CDF opportunity:</b> <i>(workshop, training, event, technology, etc.)</i>	
<b>4C. Location of CDF opportunity, if applicable:</b>	
<b>4D. Future date of CDF opportunity:</b>	

**Part #5 - TOTAL COSTS**

<b>5A. Total expenses for CDF opportunity:</b>	
<b>5B. Grant amount requested for CDF opportunity:</b> <i>(maximum of \$5,000 per year)</i>	

**Part #6 - ITEMIZED COSTS, IF RELEVANT**

<b>6A. Registration fee per person:</b>	
<b>6B. Registration fee for all:</b>	
<b>6C. Travel:</b>	
<b>6D. Lodging:</b>	
<b>6E. Meals:</b>	
<b>6F. Miles:</b> <i>(miles are reimbursed up to \$500, if you share: annual rate set by IRS x miles driven = cost)</i>	
<b>6G. Other:</b> <i>(please explain)</i>	
<b>6H. ATTACHMENTS: If travel is involved, include receipts, invoices, etc. Did you attach them?</b>	



**Part # 7 - PURPOSE**

**7A. Share a summary of this CDF opportunity. Then, share how it includes collaborative, promising, and important plans that advance the goals of one of our other grant portfolios: Environmental Justice & Protection, Social Justice, or McIntosh County. Note: This CDF opportunity may be for a program, project, initiative, event, training, consultant, polling data, focus group, outreach need, merger, etc.**

*(150 words max, scroll up or down in response field)*