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**Department of Buildings & General Services**  
**Agency of Administration**

July 1, 2009

Enclosed is the 2009 Human Services & Educational Facilities Grant Program application administered by the Department of Buildings & General Services. The goal of the program is to provide competitive grants to municipalities as defined in chapter 117 of Title 24 and to non-profit organizations to stimulate the creation and development of recreational opportunities in Vermont communities. Please pass this information along to any organization or interested parties that may qualify for this program.

It is the intent of the legislature that applicants applying for any of the following Building Community grants: Historic Preservation, Cultural Facilities, Recreational Facilities, Human Services & Educational Facilities, shall not apply for more than one grant under Chapter 137 of Title 24 for the same task in the same calendar year, nor more than one grant in the same grant category for the same project.

It is the intent of the committee to award all grants on a competitive basis which ensures equitable selection. The committee gives priority consideration to applicants demonstrating strong community support through local fundraising campaigns.

Please feel free to contact our office at (802) 828-3519 if you have any questions. For your convenience the applications is available online at [http://www.bgs.state.vt.us/news\\_and\\_links.htm](http://www.bgs.state.vt.us/news_and_links.htm).

We look forward to working with everyone.

**2009  
Human Services & Educational Facilities  
Grant Program**

**APPLICATION PROCESS**

This grant program is open to municipalities and non-profit organizations that provide human services & educational services in either an individual community or recognized community service area. The maximum available grant is \$25,000. Requests in any amount up to twenty-five thousand dollars will be considered. It is the intent of this program to make as many awards as feasible with the money appropriated by the legislature. For each dollar requested, documentation must be provided to show that three dollars have been raised (on hand or pledged) from non-state sources. Projects that are in the conceptual stage should not apply at this point. Preference will be given to those projects that have a demonstrated longevity of support within a community.

This program is intended as a simple grant application process. Handwritten applications are acceptable. We do not encourage having professionally prepared material created for this application. Short, simple applications are greatly appreciated and supported.

**DEFINITIONS**

**Human Services Project:** A facility-based project that provides or coordinates or organizes human services and health care within a community or community catchments area.

**Educational Facilities Project:** A facility based project that provides or coordinates, as part of their overall program offerings, educational programs and/or educational opportunities to youth or adult learners.

**Municipality:** As defined in Chapter 117 of Title 24 V.S.A. § 4303(12).

**Non-Profit:** A group granted such status by the Internal Revenue Service.

**Non-State Match:** Financial support raised by the municipality or non-profit that comes from either private or public sources providing that no portion of the money claimed as match comes from:

- A directed state appropriation
- State grant dollars
- Federal funds funneled through a state agency

**Project:** Capital costs associated with major maintenance, renovations or development of facilities for the delivery of Human Services and Health Care and for the development of educational opportunities in Vermont communities.

## Eligibility Criteria

Requests for funding will be evaluated on the seven (7) following criteria. The Human Services & Educational Facilities Grant Advisory Committee will make award decisions within four (4) working weeks of the application deadline. The decision of the Committee is final and is not subject to appeal.

1. Creativity and/or necessity of the proposed project.
2. Development of facilities or opportunities for Human Services or Educational programs.
3. Project is ready to construct or has begun construction. Concepts or ideas will not be funded. Grants will not be awarded as "seed" money.
4. Demonstrate or document the critical nature of this grant funding towards the project's success.
5. Documentation of 3:1 financial match. In-kind contributions of labor and/or materials or other types of **in-kind match are not allowed as part of the financial match.**
6. Demonstrate strong community support through local fundraising campaigns.
7. Same projects or task funded by any of the grants is authorized in Chapter 137 of Title 24 §§5601-5606 in the same calendar year will not be funded.

**Application Deadline: September 25, 2009**

# HUMAN SERVICES & EDUCATIONAL FACILITIES GRANT PROGRAM

## APPLICATION COVER SHEET & ATTACHMENT CHECKLIST

**Application Deadline: September 25, 2009**

1. Name and address of the Sponsoring Organization or Municipality: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Name of the Contact Person: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Indicate your federal ID number: (if applicable)\_\_\_\_\_
5. Amount Requested: \_\_\_\_\_
6. Purpose (brief description): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>ATTACHMENTS CHECKLIST</b>		✓	<i>Office Use Only</i>
A.	Provide a list of your Board of Directors and their terms of office on a separate sheet of paper.		
B.	If a non-profit, attach a copy of your IRS Determination or that of your Fiscal Agent (does not apply to municipalities).		
C.	On no more than 3 pages please describe:		
	a) the history of the project;		
	b) what are the supported services for the intended project;		
	c) Documentation of a community or communities and individuals to be served.		
	d) proposed timetable for construction and project start up;		
	e) specify how this money will be used to enhance the program		
	f) effect on the project if the award is not granted; whether or not an award in an amount less than requested would be acceptable and, if so, what is the lowest amount that you feel would be helpful.		
D.	Attach letters of support that represent the community support. In addition, any evidence of a successful bond vote or a specific line item approved within a budget would be useful in gauging support.		
E.	Complete simplified budget form enclosed and attach supporting documentation that you have already raised three dollars from non-state funds for every state dollar that you are requesting. <b>In-kind contributions of labor and/or materials or other types of in-kind match are not allowed.</b>		

**Return 8 Copies (3-hole punched, unstapled and unbound) of the completed application cover sheet and attachments to:**

Department of Buildings & General Services  
 2 Governor Aiken Avenue, Montpelier, VT 05633-5801  
 Attn: Wendy L. Barrett

