



Department of Buildings and General Services
Office of the Commissioner
133 State Street, 5th Floor
Montpelier, VT 05633-5801

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Agency of Administration

BUILDING COMMUNITIES GRANTS PROGRAMS: HUMAN SERVICES AND EDUCATIONAL FACILITIES GRANTS

The Human Services and Educational Facilities Grants Program is administered by the Department of Buildings and General Services (BGS). The goal of the program is to provide competitive grants to Municipalities and to Non-Profit Organizations as defined in chapter 117 of Title 24 for capital costs associated with major maintenance, renovation, or development of facilities for the delivery of human services and health care or for the development of educational opportunities in Vermont communities.

This is a competitive grant program and not all applicants will receive funding nor will awarded applicants necessarily receive the full amount of funds requested. This program provides last gap funding for shovel-ready projects and does not support ongoing fundraising initiatives. It is the intent of the legislature that applicants applying for any of the Building Communities Grants Programs shall not apply for more than one grant as defined in Chapter 137 of Title 24 for the same project in the current calendar year, in any of the categories of the Building Communities Grants Programs. This does not prohibit organizations from requesting funding for a different project in an alternate location under any of the Building Communities Grants.

Grants will be awarded by the selection committee on a competitive basis. The committee gives priority consideration to applicants demonstrating they have strong community support through the success of local fundraising campaigns. The deadline to submit applications is July 31st each year. If July 31st falls on a weekend, the deadline will be extended to the following Monday. Grant award recipients will be announced in the fall.

If you have any questions, please feel free to contact Judy Bruneau at our office at (802) 828-3519 or by email at: Judy.Bruneau@vermont.gov. For your convenience, we have made this and other grant application materials available online at the following location:
<http://www.bgs.vermont.gov/commissioner/building-communities-grants>.

We look forward to working with everyone.



BUILDING COMMUNITIES GRANTS PROGRAMS: HUMAN SERVICES AND EDUCATIONAL FACILITIES GRANTS

APPLICATION PROCESS

This grant program is open to Municipalities and Non-Profit Organizations that provide human services and educational services in an individual community or recognized community service area. The maximum grant amount awarded is \$25,000.00 per project. Requests in any amount up to the \$25,000.00 limit will be considered. You must be able to provide documentation of equal match or more for the amount you are requesting for the grant, and it must be committed in hand, and not pledged. The committed funds cannot come from any State or Federal funds. Projects must be shovel-ready to begin or have already begun construction. Projects that are in the conceptual stage should not apply.

The grant application process is intended to be simple and handwritten applications are acceptable. We do not encourage having professionally prepared materials created for this application. Short, simple, and to the point applications are greatly appreciated and supported by the committee members.

DEFINITIONS

Human Services Project: A facility-based project that provides, coordinates, or organizes human services and/or health care for youth and adults within a community area.

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

Project Funding: Capital costs associated with major maintenance, renovation, or the development of facilities for the delivery of human services and health care and/or for the development of educational opportunities in Vermont communities.

Last-Gap Funding: The remaining balance to complete your proposed project.

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

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

1:1 Financial Funding Match Requirement: You cannot use any State or Federal funds as your 1:1 financial funding match. You must be able to submit documented proof you have the committed funds in hand, and not pledged, for the amount of the grant you are requesting, when the grant application is submitted. In-kind contributions of labor and/or materials or other types of in-kind services are not allowed to be used as your 1:1 financial funding match requirement.

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

- A State appropriation
- Any State or Federal funds funneled through a State Agency

Shovel-Ready: The project is ready to begin or has already begun. All required permits for the proposed project must be in hand before submitting the application. Otherwise, the application will be automatically denied.

ELIGIBILITY REQUIREMENTS

Requests for funding will be evaluated on the following criteria. The Human Services and Educational Facilities Grants Advisory Committee will make the award determinations. The decision of the committee members is final and is not subject to appeal.

Successful grant applications will demonstrate the following criteria:

1. Answer all questions on the three-page application and the attachment checklist. The application must be signed and dated when the grant application is submitted. If a question does not pertain to your organization, simply indicate that in your response.
2. Describe the proposed project in three pages or less. Short, simple, and to the point applications are greatly appreciated and supported by the committee members.
3. Project Breakdown – breakdown each segment of the proposed project; equipment, materials, labor etc. Contractor estimates are good examples.
4. Opportunities to engage a wide spectrum of the community. Emphasis will be given to projects that serve youth, adults, and communities at large. Creativity, necessity, or critical nature of this grant funding towards the project's success. Demonstrate that the organization has strong community support. This can be illustrated through the success of local fundraising campaigns in achieving the 1:1 financial funding match requirement.
5. Additional projects or tasks funded by grants for the same calendar year for the same property location will not be funded per Chapter 137 of Title 24 §5601-5605(b).
6. Documentation of the 1:1 financial funding match requirement. You cannot use any State or Federal funds as your 1:1 financial funding match. You must be able to submit documented proof you have the committed funds in hand, and not pledged, for the amount of the grant you are requesting when the grant application is submitted. In-kind contributions of labor and/or materials or other types of in-kind services are not allowed to be used as your 1:1 financial funding match requirement.
7. Acceptable documentation that can be provided as proof for your 1:1 financial match for the amount of the grant you are requesting:
 - Bank statement
 - Successful bond vote
 - Town budget line item
 - Non-State or Federal grants
 - Donations/fundraising document
 - Commitment letter from an authorized officer of your organization – signed and dated
8. If the request is not fully funded, what is the lowest amount acceptable for this project; you can enter a specific amount or enter any amount would be acceptable. Explain the affect this would have on your project if you were not awarded a grant for your project.

9. The project must be shovel-ready to begin or has already begun construction.
10. This program provides last gap funding for shovel-ready projects to be completed. Concepts or ideas will not be funded. Grants will not be awarded as “seed” money and these grants do not support ongoing fundraising initiatives.
11. Provide a list of your Board of Directors and their terms of office on a separate sheet of paper, if applicable.
12. If a Non-Profit Organization, attach a copy of your 501(c) (?) IRS determination letter or that of your Fiscal Agent. ***This does not apply to Municipalities.***
13. Please include the first two pages of the organization’s form 990 form – (Internal Revenue Service Return of Organization Exempt from Income Tax). ***This is required for Non-Profit Organizations.***
14. Attach a maximum of three letters of support that represent the community’s support from Selectboards, City Councils, Planning Commissions, Recreational Boards, Citizens at-large and Schoolboards supporting this project. Reminder – this grant process is designed to represent a community’s desire; letters from local boards or citizens are preferred over letters from legislators or elected officials.
15. Attach any other information that you feel would be helpful in assisting the committee members in making an award determination. Colored pictures and sketches are appreciated.
16. **Grant forms for applicants that are awarded a grant:**
 - **Grant Agreement** – In Section IV – Contact Information – Box 42 – A representative from the organization must complete the highlighted lines at the bottom of page one. Retain page two and three for your records. Grants are for two years from the Grant Award Date, Box 7 and the project must be completed, and all documentation submitted to the Grant Administrator by the Award End Date, Box 8.
 - **Customary Grant Provisions Guide (Attachment C)** – Retain for your records.
 - **Payment Request Form** – To confirm we have the correct mailing address before issuing your check. Information on this form must match the information exactly submitted on your W-9 form.
 - **Certificate of Insurance/Liability (COI) Form** – Issued by your insurance company demonstrating you have met the insurance requirements listed in the enclosed Customary Grant Provisions Guide (Attachment C). The COI form must be issued within the last two months and the Department of Buildings and General Services must be added as a certificate holder at this address: Department of Buildings and General Services, 133 State Street, 5th Floor, Montpelier, VT 05633-5801.
 - **W-9 Form** – Must be dated within the last six months and have an original signature. No electronic signatures, no strikeouts or whiteout will be accepted on this form. If you check the other box in section three, please enter your IRS determination. Example: 501 (c) (3)
 - **Affirmation of Use of Funds (AUF) Form** – Attach the corresponding receipts/invoices, plus proof of payment(s) (check, credit card, bank statement, etc.) of the invoices/receipts for the allocated project being paid. Example: \$10,000.00 grant awarded, submit \$20,000.00 worth of corresponding receipts/invoices and proof of payment(s) of the \$20,000.00 receipts/invoices that were paid for the project.
17. Please complete all grant forms upon successful completion of the funded project or once the total amount of the grant funding received including the 1:1 matching funding has been reached. Please scan in color, if possible, all the completed forms to Judy.Bruneau@vermont.gov. Once we have

received your documentation, your grant check will be mailed or direct deposited to your organization.

The deadline to submit applications is July 31st each year and grant submissions must be postmarked by the deadline date. If July 31st falls on a weekend, the deadline will be extended to the following Monday. Please mail one (1) hard copy of your completed application and all corresponding documentation, no staples please to the following address:

**Department of Buildings and General Services
Attn: Judy Bruneau, Grants Administrator
133 State Street, 5th Floor, Montpelier, VT 05633-5801**