



Thank you for applying to the Greater Harrisburg Foundation, a regional foundation of The Foundation for Enhancing Communities. Tell your story clearly and concisely. Attachments are required; follow all directions. Failure to answer questions, utilize this template, or attach required documents will disqualify your application. **Answer all questions using information that applies to the project seeking support of grant funds.** Contact Jennifer Strechay, Program Offer for Community Investment, at jstrechay@tfec.org or 717-236-5040 with questions.

APPLICANT PROFILE

Applicant Organization Name

Waynesboro Community & Human Services (WCHS)

Provide your organization's name as currently recognized by the IRS

- Check box if the Applicant Organization Name above is a “Doing Business As” name and the provided 501c3 letter states a different name. To be recognized by the “Doing Business As” name, attach ONE legal document using the provided name. If not provided, TFEC will utilize the 501c3 name.**
- Check box if the Applicant Organization uses a Fiscal Sponsor and provide name here**

Name, Title, Email, Phone of Executive Leader

Denise Esser, Executive Director, deniseesser@wchs-pa.org, (717) 762-6941

All contracts and notifications of grant status will be addressed to the individual provided here

Applicant Organization's Physical Address

123 Walnut Street, Waynesboro, PA 17268

Applicant Organization's Address for Mailed Communications

123 Walnut Street, Waynesboro, PA 17268

All contracts and notifications of grant status will be sent to the address provided here

Name, Title, Email, Phone of Contact Completing Application

Bob Spence, Grant Writer, Ghost Writer LLC, doingwhatmatters@ghostwriterquill.com, (717) 420-6558

If application questions arise, this individual will be contacted by TFEC staff

Organization's Mission Statement

To act as a central location for the provision and coordination of a wide variety of basic human needs for residents of the Waynesboro Area and Greencastle Antrim School Districts.

Organization History (Do not exceed this page)

Waynesboro Community and Human Services was created in 2011 as a merger of these organizations:

- Waynesboro Community Services, established 1931
- Waynesboro Area Human Services Council, established 1979

Waynesboro Community and Human Services (WCHS) provides thousands of residents each year with a variety of critical support programs. WCHS also acts as a central location to coordinate other services from churches, government agencies, veterans' organizations, and complementary resources.

In 2019, WCHS continued to offer these vital programs to our community:

- Community Food Bank – 97,237 lbs. distributed
- Weekend Food Backpacks – Food for 142 students
- Community Health Nurses – 1,789 home visits
- Clothing Bank – Served 992 households
- Diaper Bank – Provided over 1,000 packs of diapers
- Housing & Utilities Assistance – \$146,200 to 207 families

WCHS also organized several special projects in 2019, including a back-to-school supply distribution that provided school supplies and new articles of clothing to 305 children, a community Thanksgiving dinner, and a special Christmas assistance program that provided food boxes, clothing, and children's gifts to our neighbors in need.

We maintain connections with other organizations, government agencies, and churches to connect families with complementary resources. WCHS also helps clients navigate and complete applications and filings needed to access those other resources. During the COVID-19 pandemic, WCHS has served up to three times its anticipated number of neighbors. In addition, it never closed and quickly adapted to meet need including redirecting resources to the most needed services, implementing online food ordering system with curbside pickup and delivery options, increased precautions, and implemented contactless medication management and delivery in our in-home nursing service.

For 90 years, the community has trusted WCHS to serve those most in need, and they can continue to trust us through this pandemic.

PROJECT PROFILE

Project Title

Homelessness Prevention: Emergency Financial Fund

Project Title must match title listed throughout application and online.

Project Areas of Focus

UPSTREAM GENERAL

Choose UPstream General if your project utilizes upstream strategies but is not principally centered upon the categories below. See the grant guidelines for additional detail.

UPSTREAM: FOCUS AREAS

Choose an UPstream Focus Area (if your project is principally centered upon one or more of the categories below). Please select only those area(s) that apply to this project. See the grant guidelines for additional detail.

<p>EDUCATION</p> <p><input type="checkbox"/> Programs & projects that focus upon or nurture access to early childhood education</p> <p><input type="checkbox"/> Education & development programs for children & youth</p> <p><input type="checkbox"/> Educational programs serving adults</p>	<p>ENVIRONMENT & PARKS</p> <p><input type="checkbox"/> Environmental stewardship</p> <p><input type="checkbox"/> Horticulture & the arts</p> <p><input type="checkbox"/> Health & environment</p> <p><input type="checkbox"/> Park beautification & improvement</p>
<p>HEALTH</p> <p><input checked="" type="checkbox"/> Health & human services</p> <p><input type="checkbox"/> Cancer awareness and/or research</p> <p><input type="checkbox"/> Dental care for those in need</p> <p><input type="checkbox"/> Health & human services</p> <p><input type="checkbox"/> HIV & AIDS</p> <p><input type="checkbox"/> Individuals with debilitating or terminal illness</p> <p><input type="checkbox"/> Individuals with intellectual disabilities</p> <p><input type="checkbox"/> Prevention of head and/or spinal cord injury</p> <p><input type="checkbox"/> Purchasing of devices that improve accessibility</p>	<p>HOMELESSNESS</p> <p><input checked="" type="checkbox"/> Homelessness & hunger</p>
<p>MENTAL HEALTH</p> <p><input type="checkbox"/> Counseling for children with terminally ill family members</p> <p><input type="checkbox"/> Guidance, counseling, or programming that includes guidance and/or counseling for youths</p> <p><input type="checkbox"/> Mental health</p>	<p>SENIORS</p> <p><input type="checkbox"/> Programs & projects serving older adults</p>
<p>COMMUNITIES OF FOCUS</p> <p><input type="checkbox"/> Disaster relief & human services that serve the communities of Lebanon City, PA and Cressona, PA</p> <p><input type="checkbox"/> Programs and projects that benefit residents of Millersburg, a borough of Dauphin County, PA</p> <p><input type="checkbox"/> Projects to enhance Camp Hill Borough parks provided by youth organizations such as Scout programs or other youth organizations; programs & projects that focus upon or nurture access to early childhood education within Camp Hill.</p>	

Counties to be served as part of project; check all that apply.

Cumberland Dauphin Franklin Lebanon Perry Northern York (Dillsburg Area)

Projected Number of Individuals to be served by project

Data unavailable

Total number of ADULTS served

Data unavailable

Total number of CHILDREN (ages 17 and under) served

Approx. 225 families

Total number of ALL INDIVIDUALS served by the project

If above data is not appropriate to project, be sure to fully state the audience type and numbers to be served in Question 2 of the Impact Narrative.

PROJECT SNAPSHOT

1. Capture your UPstream project and the community need it seeks to address in 200 words or less.

The purpose of this request is to support the WCHS Homelessness Prevention: Emergency Financial Fund, which provides emergency assistance to residents in the greater Waynesboro and Greencastle region. The fund supports families experiencing crises that would otherwise lead to homelessness or unsanitary living conditions and to prevent circumstances that lead to cyclical poverty. The Homelessness Prevention: Emergency Financial Fund provides temporary assistance for rent, utilities, heating fuel, and medical prescriptions. The intent of the program is to prevent the slide into poverty and homelessness before it happens.

PROJECT NARRATIVE

Answer questions 2-10 clearly and concisely; no limit.

2. The GHCF UPstream grant opportunity seeks to improve our area communities by supporting existing or new “upstream” systems, interventions, programs, or projects that attempt to create positive social change by addressing a problem at its source rather than managing its “downstream” symptoms. Describe your proposed upstream project, the geographic area it will serve, and the audience to be served; state why this audience was selected. Include how/why your project is “upstream” and how your project is working to address a specific need or needs. You **MUST** use and complete the following statement within your answer, “Grant funds will be used to _____”.

Grant funds will be used to provide financial assistance in the form of security deposits, rent, utility, and medical prescription payments to keep families who are suffering from income-disrupting crises such as job loss or illness in their homes or help them obtain new permanent housing where staying in the current home is not feasible.

The Homelessness Prevention: Emergency Financial Fund offers “upstream” solutions to help families stabilize themselves while staying in their homes, where possible, and maintaining livability within that home. Doing so helps prevent the slide into poverty, homelessness, and hopelessness.

Staying in the home means less trauma, children staying in school, parents staying at jobs, consistent shelter, and continued access to existing networks of support. In many cases, it is less expensive and less traumatic to maintain a current home versus trying to find a new home. In cases where a change in home is inevitable or preferable, such as unsafe living conditions or an unhealthy environment, WCHS uses a Rapid Rehousing model to place families immediately into safe, permanent housing without having to experience homelessness. This requires security deposits, housing inspections, and investing in and maintaining relationships with property owners and real estate agents to ensure an inventory of available affordable housing.

The United Way of Franklin County reports that 51% of families in Waynesboro are struggling to pay housing costs. In addition, the 2019 WellSpan Community Needs Assessment shows an increasing income disparity which negatively affects minorities: 24% of Latinos and 27% of blacks in Franklin County live in poverty compared to 8.7% of whites. Clearly, the need for preventive solutions to homelessness is significant.

This program has taken on increased importance during the COVID-19 pandemic for several reasons: an increase in need from people losing jobs and businesses, and increased awareness of providing housing for homeless who may be most vulnerable themselves and have a high risk of transmitting the disease as they cannot quarantine. Also, while there is currently a moratorium on evictions, we expect a huge uptick in evictions once that is lifted. WCHS also introduced a new program in late 2019 that this grant would help support. It is called *A Room at the Inn* and is part of the homelessness prevention initiative. The program makes a hotel room available for those in need while the doors of WCHS are

closed: nights, holidays, weekends. Local police, 2-1-1, and other community organizations are aware of the program.

Those requesting financial assistance are asked to provide identification, proof of income, proof of residence, birth dates and social security numbers for each member of the household, a list of household expenses, and the bill for which they are requesting assistance. To be eligible for assistance, clients must meet the Department of Health and Human Services poverty guidelines of income of 125% of poverty level.

WCHS now follows the Housing First philosophy, a state-endorsed model of support that prioritizes obtaining or maintaining housing as the first step in stabilization. WCHS provides case management specific to an individualized plan for each family in an effort to optimize their success. This model also prioritizes autonomy for families, supporting choices that are based on the family's own values, culture, and beliefs. In addition, funding now may be extended up to six months to bring families to true stability.

Information about and access to other WCHS programs, as well as help available through other agencies, is another key component of this plan. Internally, WCHS can also offer food, clothing, diapers, and in-home nursing care. WCHS works with the Salvation Army, area churches, veterans' organizations, government agencies and other programs to provide a network of support. Through the WCHS offices, Waynesboro residents have increased accessibility to physical and mental health providers as well as job training services. Agencies whose services are based in Chambersburg are able to utilize this space to connect with Waynesboro residents who may otherwise not have the means to access these services. WCHS also provides assistance in navigating the systems and application processes of other agencies where needed.

These supports, coupled with rent or utility assistance, are vital in preventing homelessness for families living at or near the poverty line and who are experiencing a crisis. Without such temporary assistance, these families face hopelessly mounting bills, the threat of living with no heat or electricity, homelessness, and entering into a cycle of poverty from which they cannot recover. The lack of shelter space in Waynesboro means this slide is even more dangerous to families.

With help from the Greater Harrisburg Community Foundation's Upstream grant program, we can stop that cycle and restore normalcy and dignity to our neighbors. We ask for an investment of \$10,000 to the WCHS Homelessness Prevention: Emergency Financial Fund.

DATES & LOCATIONS

3. When and where will the project take place? List dates and locations as appropriate in chronological order. State if provided dates/locations are confirmed, estimated, or to be determined.

The Homelessness Prevention: Emergency Financial Fund program will be offered to families in the greater Waynesboro and Greencastle region throughout the 2021 calendar year.

ROLES & RESPONSIBILITIES

4. Does the project involve partnerships, collaborations, service, or affiliations with other organizations that will strengthen the project? If so, LIST their name(s) and corresponding role(s) within the categories below OR if this does not apply to you, state why your project is best positioned for success as a single organization.

SINGLE ORGANIZATION STATEMENT:

PARTNERSHIPS: *We are equally invested in providing this project and success is dependent upon all organizations and shared roles although one entity serves as the applicant for this grant. Our application includes a letter from each partner that states their role in this relationship.*

COLLABORATIONS: *We are working with other organizations to make this project happen, but we serve as the lead organization for this grant opportunity and our project success is enriched by, but not dependent upon, our collaborators. An additional letter is NOT required, but may help the application.*

SERVICE: *Our project will serve these organizations and cannot take place without their commitment to accept service. Our application includes a letter from each organization (this includes schools) that states their intent to participate.*

AFFILIATIONS: *Our project may be affiliated with these organizations in some way, but is not 100% dependent upon their participation. An additional letter is NOT needed.*

WCHS has a wide network of affiliates who refer clients to the Homelessness Prevention program, and who, in turn, receive referrals from WCHS to provide a holistic network of support for clients. WCHS maintains positive relationships with churches, county government agencies, the United Way, private businesses, other food banks, job training agencies and mental health services to create a network of support for our clients. We also maintain working relations with local landlords with whom we have longstanding partnerships.

COMPARABLES

5. Are other organizations in your service area providing services that are similar to your proposed project? If yes, state their names or services and explain how your project differs. If no, state NA.

The organizations providing similar services in our region have different goals, requirements and financial capabilities. For example, some of the local churches offer utility assistance but only to members of their church. The electric power utility offers reduced bills to customers who meet poverty guidelines. There has also been some relief offered by utilities during the COVID-19 pandemic, but most of those deferred payment programs have ended or are winding down.

WCHS, per its mission, acts as a central location from which our neighbors can seek help. WCHS not only offers food, clothing, diapers, and the only free in-home nursing care program in the local area, but also coordinates church donations, contacts landlords and utility companies, assists with needed applications and documentation, and refers to a wide network of other supportive services. For 90 years, our community has trusted us with their most vulnerable neighbors.

ASSESSMENT & IMPACT

- 6a. What will project success look like? Provide a brief overview of the project's key outcomes, outputs, and/or other results of success.

Success is measured by:

- Number of families receiving homelessness prevention service (Goal: 220 families)

- Percentage of families still within their home 3 months after service (Goal: 80%)

6b. How will project success be measured and documented (i.e.: how will you know the project is successful? Are you collecting value statements, numbers served, surveys, photos, before and after images, or using other methods)?

WCHS uses a robust tracking and filing system, which tracks individuals and compiles data anonymously. Data collected includes the number of families helped; number of members of the family; indicators such as *veteran, domestic abuse survivor, senior, child*; and, if the family was still in its home after three months. WCHS also tracks total funding provided, funding provided per family, and average funding per family. WCHS has switched to the statewide HMIS database (Homeless Management Information System) and has a training and implementation plan in place. Success is defined as: count of families funded; and percentage of families still in homes at 3-month follow-up.

FUNDING & SUPPORT

7. If this proposal is not funded at the level requested, will you be able to implement the project as stated? Explain as needed.

If funds are not received from GHCF: Upstream, WCHS will still provide some level of assistance to residents as it has for 90 years. The impact would likely be in the total number of families offered assistance and the extent to which we can provide that assistance.

WCHS has received a state-funded Emergency Solutions Grant which helps provide funding to assist the poorest families. But the grant guidelines state it can only be used to help those whose household incomes are less than 30% of median income. In Waynesboro the median income is about \$38,000 - about \$20,000 less than both Franklin County and PA. So the guidelines, coupled with a very low local median income, means that grant can only help the most vulnerable. Gap funding is needed to help families whose incomes are above that very restrictive funding criteria yet who are unable to find affordable housing or experience an income-disrupting crisis.

8. This grant opportunity will not fund 100% of any project. Restate the amount you are seeking and describe other funding sources and amounts.

We ask that you invest in the residents of our community with a grant of \$10,000 toward the WCHS Homelessness Prevention: Emergency Financial Fund. We expect the remaining \$96,915 of our \$106,915 expense budget to be funded through the United Way, the Stabler Foundation, other private foundation supporters, several local churches, and a Pennsylvania Emergency Solutions state grant.

9. Did the applicant organization end its most recent fiscal year with a budget surplus or deficit? If so, briefly state the amount of the surplus or deficit and state how the surplus may be used (i.e. is it earmarked for another program) and/or how the deficit may be handled.

(Note: the most recent fiscal year for which audited statements are available is 2018.)

WCHS ended 2018 with a net surplus of \$97,111, which offset a loss of about \$65,000 in the previous year. Total income for 2018 was \$479,978 vs. expenses of \$382,867. WCHS continues to focus on a development plan that concentrates efforts on new sources of revenue from foundations, human service agencies, state and local government, individual contributors and fund-raising activities. We also rely on investments, cash on hand, and other assets on which to draw if contributions and grants dip unexpectedly. We anticipate that the COVID-19 pandemic will continue to strain WCHS financial resources in coming months and have applied for pandemic-related grants and assistance where possible, including an Emergency Solutions COVID-19 and Franklin County CDBG funding.

ACCESS & INCLUSION

10. As a community foundation, TFEC fosters a climate of purposeful inclusion that values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Please state how your project will be made accessible to all individuals who qualify for participation in the project and describe any accommodations, modifications, technologies, or services you will offer to ensure that all eligible participants experience the best possible services or outcomes.

WCHS served many thousands of people in the greater Waynesboro and Greencastle area in 2019, once again meeting basic human needs with food, clothing, diapers, in-home nursing, and support to keep families in their homes during crises.

We help our neighbors who have disabilities, who have lost their jobs, those who have fallen ill, veterans, seniors, the homeless, those with mental illnesses, single parents and the working poor who are juggling several jobs to meet needs. WCHS does not discriminate in hiring or in providing services based on gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, or gender identity. Committed to the respect and dignity of each person whom we serve, every volunteer and employee is given training that outlines our expectation of professional and inclusive conduct. We also regularly post flyers in Spanish as well as English.

BUDGET WORKSHEET

Complete the Budget Worksheet below; a Project Total is required.

WAYNESBORO COMMUNITY & HUMAN SERVICES Homelessness Prevention: Emergency Financial Fund

ITEM OR SERVICE <i>Examples include: Contracted Services, Equipment, Personnel, Supplies; list your own as appropriate.</i>	DESCRIPTION OF ITEM OR SERVICE	REQUESTED GRANT FUNDS <i>Indicate where funds sought through this grant opportunity will be applied.</i>	OTHER FUNDING SOURCES <i>State the names and amounts of all other funding sources.</i>	PENDING, COMMITTED, OR RECEIVED <i>Using a P, C, or R, indicate the status of all funding sources.</i>	\$ TOTALS <i>Add across to provide a total for each row. Total columns as indicated in bottom row.</i>
Housing assistance	Temporary rent payments made directly to landlord	\$6000	United Way, Stabler Foundation, other foundations, individual and church donations \$34,000	P	\$40,000
Utilities assistance	Temporary utility payments (electricity, water, gas, etc.) made directly to utility	\$3400	United Way, Stabler Foundation, other foundations, individual and church donations \$31,600	P	\$35,000
Heating Fuel	Temporary heating fuel payments made directly to vendor	\$600	United Way, Stabler Foundation, other foundations, individual and church donations \$2,000	P	\$2,600
Special Projects	Misc. assistance	\$0	United Way, Stabler Foundation, other foundations, individual and church donations \$2,400	P	\$2,400
Emergency Solutions Grant	Rapid Re-housing and Homelessness Prevention/Rental Assistance	\$0	PA Emergency Solutions \$26,915 (earmarked for ESG-eligible recipients only)	R	\$26,915
TOTALS		\$10,000 Total: Requested Grant Funds	\$96,915 Total: Other Funding Sources		\$106,915 PROJECT TOTAL

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United Way of Franklin County

182 S. Second St.
Chambersburg, PA 17201



July 30, 2020

The Foundation for Enhancing Communities

Attn: Jennifer Strechay

PO Box 678

Harrisburg PA 17108-067

Dear Ms. Strechay

For almost 90 years, the community of Waynesboro has trusted Waynesboro Community & Human Services with their most vulnerable populations. Since 1927, they have tended to the basic human needs of our community by providing food, health care, clothing, connections to other services, and emergency financial support. It is the latter program that I write to you about today.

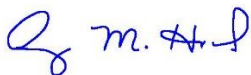
WCHS's Emergency Financial Support program is a vital tool in preventing the vicious cycle of poverty before it happens. Families who are at or just above the poverty line and who experience illness, job loss, or other traumas that temporarily disrupt family income, are in danger of becoming homeless and hopeless. The Emergency Financial Support program provides arrears for rent and utilities, bringing overdue bills to current.

Understanding that such support is just one step in stability, WCHS also offers a plethora of other services such as food, clothing, job skills training, health services, mental and behavioral health issues, diapers, and victim services. For that reason, United Way of Franklin County has supported the work of Waynesboro Community and Human Services, and we encourage your investment as well.

Last year, WCHS provided \$146,200.80 to families in crisis.

Through grants such as those from the Foundation for Enhancing Communities' Upstream grant, WCHS can continue to expand its impact. I urge you to invest in this worthwhile, long standing community member and its Emergency Financial Support program that prevents homelessness before it happens.

Best wishes,



Amy M. Hicks
Executive Director
United Way of Franklin County

To Whom It May Concern,

I am writing to thank Waynesboro Human Services cause they helped my daughter and her kid. Last year, she done lost her job and was going to be evicted from her apartment because she couldnt make no payments and got behind on rent. It was very stressful for her and my grandkids. and for me because I wanted to help but cant. We prayed that something would keep the kids in their home and in school. We saw on facebook that Human Services might be able to help. She went to go see them and they were very nice. They helped her to stay in the apartment and even gave her food and other things to get her throu. They are doing better now and I want you to know that Waynesboro Human Services was our prayers answered. Please, please, please keep the program so other people can get help when they need it.

Mary

The Foundation for Enhancing Communities
Attn: Jennifer Strechay
PO Box 678
Harrisburg, PA 17108

Ms. Strechay

For almost 90 years, the community of Waynesboro has trusted Waynesboro Community & Human Services with their most vulnerable populations. Since 1927, they have provided for the basic human needs of our community by providing food, health care, clothing, connections to other services, and emergency financial support. It is this program, Emergency Financial Support, which I write to you about today.

WCHS's Emergency Financial Support program is a vital tool in preventing the vicious cycle of poverty before it happens. Families who are at or just above the poverty line and who experience illness, job loss, or other traumas which temporarily disrupt family income, are in danger of becoming homeless and hopeless. The Emergency Financial Support program provides arrearaged rent and utilities, bringing overdue bills to current.

Understand that support is just one step in stability, WCHS offers a plethora of in-house supports as well as network of other supports such as food, clothing, job skills training, health services, mental and behavioral health issues, diapers, and victim services.

I am deeply concerned for the Waynesboro community now more than ever, as our already-vulnerable community faces lay-offs and health crises due to COVID. This community relies heavily on the small business who have been so affected by closures. Many parents are having to work less hours to stay home with children in response to ever-changing childcare and school restrictions.

I sit on boards and volunteer a good deal in this community and my entire family is involved in trying to find solutions to the crises this community faces. I have volunteered with WCHS in the past and see firsthand the amazing work they do, and do with love and humility.

Supporting WCHS, who has the proven trust, connections, and history with the community to be a key player in helping those in our community are most in need, is the number one thing we can do right now to get our community through and prevent an spike in homelessness.

I ask, on behalf of our community, that you consider funding WCHS at the maximum level. Doing so is crucial now more than ever to our communities.

The Radke Family

2020 GREATER HARRISBURG COMMUNITY FOUNDATION UPSTREAM SIGN & SUBMIT FORM

Provide signatures from the applicant organization, below. Both organization representatives must sign.

By providing your original OR digital signature below, you agree that the provided information in this application is true to the best of your knowledge and may be submitted for review. Completion of this form is one component of your Complete Application.

- | | | | |
|--------------------------|------------------------|---------------|-------------------|
| <input type="checkbox"/> | President/CEO | _____ | Denise Esser |
| | | Ink Signature | Digital Signature |
| <input type="checkbox"/> | Board President | _____ | Ed Herald |
| | | Ink Signature | Digital Signature |

REQUIRED ATTACHMENTS TO BE UPLOADED & SUBMITTED BY 4PM ON THE DEADLINE DATE

All grant materials must be submitted through the TFEC online application system by 4pm on the deadline date.. This grant opportunity does not utilize delivered or mailed materials.

- Complete Application:** Applicant Profile, Project Profile, Project Snapshot, Project Narrative, Budget Worksheet, and Sign & Submit Form with original or digital signatures.
- Board of Directors List:** Professional affiliations (ie: work positions and/or titles as applicable) must be included.
- ONE, TWO, or THREE letters of support with original or digital signatures. Applicants may submit the number of letters that will best support their application.** Letters of support from the applicant organization's Board of Directors will not be accepted. Identical form letters are discouraged. A minimum of ONE letter of support is REQUIRED for this grant opportunity regardless of response to Question 4.
- If you have indicated PARTNERSHIP with or SERVICE to other Agencies as stated in Question 4, you must upload letters with original or digital signatures documenting the relationship.** A letter of partnership or service may also serve as a letter of support if support is expressly stated.
- Applicants who utilize a FISCAL SPONSOR** must include a letter signed by the Executive Leader of the Fiscal Sponsor organization indicating agreement to serve as the Fiscal Sponsor. An original or digital signature is required.
- IRS 501(c)(3) determination letter.**
- 1st Page of Applicant Organization's Most Recent 990.** If 990 is not available, upload applicant organization's most recent audit or financial statement to meet this requirement.

QUESTIONS

If you should have any questions regarding this form or TFEC grant opportunities, contact Jennifer Strechay, Program Officer for Community Investment, at jstrechay@tfec.org or 717-236-5040.