Inspiring life long giving and connecting people, places and organizations to worthy causes across Howard County and beyond.
A community foundation marks the intersection between what a community has and what a community needs.

The Community Foundation of Howard County (CFHoCo) is a 501(c)(3) nonprofit public charity with the goal of improving the quality of life in Howard County, primarily through endowment building and coordinated grant-making services.
Founded by James Rouse in 1969, the Foundation is a 501(c)(3) nonprofit public charity with the goal of improving the quality of life in Howard County.

We are accredited by The National Standards for U.S. Community Foundations program, which fosters excellence in community philanthropy.
DIFFERENT TYPES OF FUNDS

DONOR ADVISED FUND — Your philanthropic bank account.

DESIGNATED FUND — What is your favorite non-profit?

TEMPORARY MEMORIAL FUND — Have a safe place for friends and family to honor loved ones in difficult times — simply and without cost.

SCHOLARSHIP FUND — Help students in our community achieve brighter futures.

FIELD OF INTEREST FUND — Address a particular field of interest.

UNRESTRICTED FUND — Let CFHOCO decide where funds are needed most.

NON-PROFIT ENDOWMENT FUND — Let us work with a non-profit to help make them sustainable in our community for years to come.
Giving Circles consist of individual philanthropists pooling resources to address a common area of interest.

The Women’s Giving Circle of Howard County focuses on building a permanent legacy to address the needs of women and girls in Howard County.

www.womensgivingcircle.org
The Community Foundation of Howard County’s Youth in Philanthropy (YIP) program provides opportunities for high school students to learn about philanthropy firsthand. Students will engage with community nonprofits and learn about local issues such as homelessness, hunger, domestic violence, as well as local arts, environmental and cultural opportunities.
MEET YOUR TEAM

BEVERLY WHITE-SEALS
As President & CEO, Beverly manages the Foundation.

DEE ATHEY
Dee directs the Foundation’s donor-recommended and discretionary grants.

DAN FLYNN
Dan is the Director of Development, Marketing and Communications.

JAY A. VIDYARTHILI
Jay manages the daily operations of the Foundation.

JULIET GOMEZ
Juliet is Beverly’s Executive Assistant.

DIANE ZANKO
Diane is responsible for data management, bookkeeping and helps process grants.
Logon Page

Email Address

dathey@cfhoco.org

Password

Welcome to the Community Foundation of Howard County’s online grant portal.

New Organizations: Please click on “Create New Account” to complete the registration process and create your logon credentials.

Existing Organizations: Please enter your credentials and log in. If you forgot your password, please use the “Forgot your Password” link to the left to reset your password.

Need Assistance? Not sure if your organization has a profile or you think an organization profile has already been created, but your email address is not recognized, please do not create a new account. Contact our Grants Administration Team at Grants@CFHoCo.org to receive your username and password.
ONLINE APPLICATION PORTAL

Applicant Dashboard

Applicant:
Ms. Dee Althey
DAthey@CFHoCo.org

Organization:
Community Foundation of Howard County
52-0937544
410-730-7840
10440 Little Patuxent Suite 230
Columbia, MD 21044 United States

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests: 0  Historical Requests: 1

You do not have any Active Requests. Click Apply to begin the application process.
Throughout the process you can save your work and come back to it.

When the application is complete, you must click “Submit”
ELIGIBILITY CRITERIA & APPLICATION SIGNATURE

✔ Organization determined as charitable under Section 501(c)(3) of the Internal Revenue Code or other entities that meet IRS charitable guidelines.

✔ Deliver services to Howard County residents.

✔ Offer services in one of the following areas:
  - Arts & Culture
  - Community Affairs
  - Education
  - Environment
  - Human Services

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**Organization Name**
Please state your organization's full legal name.

**Project Title**
Please type '2021 Operating Grant' in this box as the title of your grant.

**Organizational Budget Amount**
Please indicate the size of your total organizational budget. Organizations with an Organizational Howard County operating budget below $100,000 can request up to $5,000. Organizations with an Organizational Howard County operating budget above $100,000 can request up to $10,000.
- Above $100,000
- Below $100,000

**Grant Request**
In accordance with the Program Guidelines, Grant requests that exceed the category limits will not be considered for funding.

**Terms of Application Submission**
By entering your full name below, you are agreeing to the following:
- The information contained in this application and its attachments are complete and accurate.
- You have read and understood the Program Guidelines.
- The Foundation reserves the right not to award a grant.
- In the calendar year in which this award would be made, you have not received a discretionary grant from the Foundation.
- That should an award be made, the funds will be used exclusively for the purpose outlined in the application.
- That should an award be made, you will be asked to sign a grant agreement. You may be asked to participate in a site visit, and/or you may be required to submit a post award report.

**Electronic Signature**
The application must be signed by the CEO, Board Chair, or an authorized officer of the organization. To sign the application please type your first and last name.

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Community Foundation of Howard County
• Mission & Vision
• Target Population
ORGANIZATION OVERVIEW

The information provided on staff and volunteers will be used to evaluate the organization’s infrastructure and capacity to implement the overall work.

**Full-Time Employees**
How many full-time employees did your organization have at the end of its most recently completed fiscal year?

#

**Part-Time Employees**
How many part-time employees did your organization have at the end of its most recently completed fiscal year?

#

**Consultants**
How many consultants or contractors did your organization have at the end of its most recently completed fiscal year?

#

**Volunteers**
How many volunteers did your organization have at the end of its most recently completed fiscal year?

#

**Description of demographic makeup of your organization**
Percentage of your organization’s full and part time staff members that are non-White or of Hispanic ethnicity. Please enter only the numerical portion of the percentage. You will not be able to use a decimal point or the %.

#

**Key Leadership**
The Foundation is concerned with the long-term viability of an organization and its ability to provide services in the event of a leadership change. List your key leadership person(s) (i.e. executive director, artistic director, etc.) and state if a succession plan has been developed. Indicate if the Board has approved the succession plan. Briefly summarize your plan.
## ORGANIZATION OPERATING BUDGET

- Fiscal year-Day it begins
- Current Operating Budget
- Financial Controls
- In-Kind Support
- Funding Mix-- >25%

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### Organization Budget

Upload PDF of the complete organizational budget for the current fiscal year.

[Upload a file] [3 MiB allowed]

### Organization Audit or Annual Return

Upload PDF of the most recent IRS Form 990 annual return or most recent audited financial report.

[Upload a file] [8 MiB allowed]

### Profit and Loss Statement

Upload PDF of the profit and loss statement for the immediate past fiscal year. A profit and loss statement (P&L) is a financial period of time.

[Upload a file] [3 MiB allowed]

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https://www.nonprofitaccountingbasics.org/
ORGANIZATION NARRATIVE

- Organization Activities
- Organization Goals
- Provider Network
- Collaboration-Partnerships
• **Provider Network**

Identify the network of organizations that provide services to your target population. Articulate how your organization’s services fit within the broader group of service. Describe if the services provided differ from or complement other organizations/programs. **HOW DO YOU WORK WITH OTHER ORGANIZATIONS IN THE SAME FIELD/SERVING THE SAME POPULATION? HOW DO YOU LEARN ABOUT BEST PRACTICES, ADVOCATE FOR ISSUES?**

• **Collaboration-Partnerships**

The Foundation supports and encourages nonprofits to enter into collaborations and/or partnerships that further the mission of the organization and ensures the continuation of services in Howard County. Collaboration is defined as, “A partnership or agreement between two or more organizations to strengthen their abilities, effectiveness and activities to improve or expand their capacity to reach a common goal/objective.” Identify the collaborations or partnerships you have with other organizations and state if they are informal (i.e.: we meet or talk occasionally) or formal (i.e.: MOU, etc.).
<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Board Members*</td>
<td>#</td>
</tr>
<tr>
<td>Total Number of Officers*</td>
<td>#</td>
</tr>
<tr>
<td>Lives Howard County*</td>
<td>What percentage of your Board lives in Howard County? You will not be able to use a decimal point or the %</td>
</tr>
<tr>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Works in Howard County*</td>
<td>What percentage of your Board works in Howard County? You will not be able to use a decimal point or the %</td>
</tr>
<tr>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Description of demographic makeup of board members*</td>
<td>What percentage of your Board are non-White and/or of Hispanic/Latino ethnicity? You will not be able to use a decimal point or the %</td>
</tr>
<tr>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Contribution*</td>
<td>What percent of your Board contributes financially to your organization? You will not be able to use a decimal point or the %</td>
</tr>
<tr>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Board or Trustees*</td>
<td>Attach as a PDF, a current list of the organization Board of Directors/Trustees</td>
</tr>
<tr>
<td></td>
<td>Upload a file [1 MiB allowed]</td>
</tr>
</tbody>
</table>
GRANT REVIEW COMMITTEE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Accepting Applications</td>
<td>May 2</td>
</tr>
<tr>
<td>Information Session</td>
<td>May 12</td>
</tr>
<tr>
<td>Applications Due</td>
<td>May 31 by 11:59 pm</td>
</tr>
<tr>
<td>Applications Reviewed</td>
<td>June</td>
</tr>
<tr>
<td>Grantee Notification</td>
<td>Late June / Early July</td>
</tr>
<tr>
<td>Grant Payment Distributed</td>
<td>30 days after receipt of the signed Terms &amp; Conditions</td>
</tr>
</tbody>
</table>
Dee Athey
Director of Grants and Community Engagement
dathey@CFHoCo.org

P: 410.730.7840, ext 4
E: Grants@CFHoCo.org
W: www.CFHoCo.org

Use the calendar link to request an appointment
https://calendly.com/dathey/30min