

BASIC NEEDS PROGRAM (FOOD, CLOTHING & SHELTER) | GRANT GUIDELINES AND GENERAL INSTRUCTIONS

PURPOSE

The W. W. Smith Charitable Trust is a private foundation established by Mr. William Wikoff Smith with a mission to help organizations and individuals achieve their goals, hopes, and dreams. Through our Basic Needs program, we fund efforts to provide direct assistance to those in our community who are in need of food, clothing, or shelter. The Trust prioritizes requests that benefit disadvantaged and vulnerable children (school-aged) and older adults (ages 60 and older) who reside within the five-county Greater Philadelphia region (Bucks, Chester, Delaware, Montgomery and Philadelphia counties) or the City of Camden, NJ. The Trust recognizes the variety of Basic Needs "safety net" efforts in the region. While we make ongoing investments in a number of longstanding partners and projects, the Trust maintains a continual learning posture and monitors trends to help us assess and adjust our grantmaking as needs and efforts evolve. As a result, we may temporarily or permanently shift resources to new partners and programs, and may reduce or cease funding prior ones. We encourage you to contact the Grant Administrator for a preliminary review of your planned request prior to applying.

ELIGIBILITY AND SELECTION CRITERIA

- Nonprofit organizations in existence for more than one (1) year and tax-exempt under Section 501(c)(3) of the Internal Revenue Code are eligible to apply. We do not make grants to private foundations, Type III supporting organizations, YMCAs/YWCAs, child day care programs, or individuals.
- The organization must have an established service location within the five-county Greater Philadelphia region (Bucks, Chester, Delaware, Montgomery and Philadelphia counties) or the City of Camden, NJ.
- Applicants are limited to one (1) proposal at a time and one (1) grant per calendar year.
- Funds must be used to address food, clothing, and/or shelter needs of residents living within the Trust's targeted geographic region. The majority of grant-supported services should benefit low-income and/or otherwise disadvantaged children (school-aged) and older adults (ages 60 and older). Grants that primarily target late teens and younger adults are also considered on a case-by-base basis.
- The further away any request is from direct provision of literal food, clothing or shelter benefiting children or seniors, the less likely funding will be granted.

USE OF FUNDS

- Allowable uses of funds include:
 - (a) **Food** - perishable and non-perishable food, produce, baby food and formula, prepackaged or prepared meals, related supplies or equipment deemed essential for food distribution program, grocery gift cards and vouchers;
 - (b) **Clothing** - direct purchase of clothing for children or adults, clothing gift cards or vouchers;
 - (c) **Shelter** - home furniture for clients (e.g. beds, cribs, housing payments or utility bills paid directly to vendor, materials for home repair programs, supplies or items (e.g. furniture, equipment, appliances) deemed essential for

the provision of housing services (e.g. emergency shelter, transitional housing, residential programs for children or seniors); and

(d) **Facilities Improvements** – facilities renovations or repairs costs related that directly impact clients' ability to access and benefit from a food distribution program (e.g. pantry) or housing services (e.g. emergency shelter, transitional housing, residential program).

- Unallowed uses of funds include: capital campaigns, general operating expenses, salaries/benefits, pre-development expenses for housing projects, purchasing or enhancing computer systems, purchasing vehicles, requests for new building construction, retroactive funding of non-emergencies.

FUNDING DURATION & AWARD SIZE

- Grants are awarded for a one (1) year term.
- Organizations that receive three (3) consecutive years of funding must then wait two (2) years before being eligible to reapply. We make this determination based on the calendar year of your notice of award.
- The minimum award is \$5,000.
- There is no maximum award limit. Grants typically range from \$10,000 to \$40,000. Higher-dollar awards are possible for certain projects. Please contact the Grant Administrator when planning your grant request amount.

KEY DATES

- Applications received by one of our two deadlines (below) will be considered at the corresponding decision meeting:

Application Deadline	Decision and Notification
June 15th	Fall Trustee Meeting (September)
December 15th	Spring Trustee Meeting (March / April)

- Applications must be submitted online no later than 11:59p.m. EST on the deadline date for consideration at the corresponding decision meeting. Late or incomplete applications will be held for the next deadline.
- You must submit your request using the Trust's online application which is accessible at www.wsmithcharitabletrust.org. Applications will not be accepted by email or hard copy deliveries.