

THE KNOX FOUNDATION

Grant Information

Requirements

1. All projects/programs proposed for funding must directly support the mission of The Knox Foundation: *To promote the vitality of the city of Hartford by making small grants to community nonprofit organizations that are working to address Hartford's most pressing social, cultural, and economic needs.*
2. Every applicant must be designated by the Internal Revenue Service as a nonprofit under 501(c)(3) of the U.S. Tax Code or must have an agreement with another 501(c)(3) organization which will serve as a fiscal agent for the applicant, should a grant be provided.

Guidelines

- Projects/programs proposed for funding must primarily benefit Hartford residents.
- Grants are generally made in amounts not to exceed \$2,000.
- An organization may not receive a grant from the Knox Foundation in more than two consecutive years.
- The Knox Foundation will generally not provide grants for organized fund drives or capital fund drives.

Application Process

- A. Complete the Knox Grant Application Form (available at www.knoxfoundation.org) or the Common Application Form of the Connecticut Council on Philanthropy (available at www.ctphilanthropy.org).
- B. Attach a copy of the organization's IRS Letter of Determination, a budget for the project/program being proposed for funding, and an annual budget for the organization as a whole.
- C. Write a brief letter transmitting the application package and mail to:

The Knox Foundation
P.O. Box 231272
Old State House Station
Hartford, CT 06123-1272
- D. Requests for funding are usually acted upon by the Board of Directors within six to eight weeks of receipt of a complete application package.