

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 entity that is a certified 501(c)(3) organization; which is actively engaged programmatically in the applicant's program/project and can serve as 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.
- Projects/programs that have already taken place will not be funded retroactively, so please apply no less than 6 weeks ahead.
- An organization may not receive a grant from the Knox Foundation in more than two consecutive years.
- The Knox Foundation does not provide grants to public or private schools, or to individual students or teachers, to fund programs, projects, events or trips. Neither does the Foundation provide grants for scholarships to attend educational institutions.
- The Knox Foundation will generally not provide grants for organized fund drives or capital fund drives.

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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.