

**West Indian Foundation, Inc.**  
**Youth Violence Prevention Grant Funding Guidelines,**  
**2023-2024**

The West Indian Foundation, Inc (hereafter Foundation) was founded by the West Indian Social Club of Hartford, Inc. to serve as the central focus of West Indian cultural, social and educational activities in the Metro Hartford community. The West Indian population presently is estimated at over 80,000 in the Metro Hartford area. The Foundation is dedicated to preserving the identity, history, and cultural heritage of this community and to educate the public about these traditions.

To those aims, the Foundation has produced a wide variety of programs, activities, and services. The funds for this grant have been provided by the State of Connecticut. The purpose of this grant is to allot funds to community organizations serving the West Indian community by providing services aimed at reducing youth crime and violence in the Greater Hartford communities serviced by the West Indian Foundation, Inc. The Foundation will consider small grant amounts ranging between **\$250-\$3500**. Applicants should demonstrate that the **grant funds will support programs that promote and support youth violence prevention** with a specific focus on the following areas that support youth, age **13-21**:

**Community Service:** Investments in health care, education, job training, work-force development, credit services or financial services.

**Economic Development:** Programs that support or benefit small businesses, small farms, job creation, and job readiness efforts.

**Neighborhood Revitalization or stabilization:** Programs which attract or retain business or individuals in low to moderate income geographies, distressed or underserved areas (as designated by the federal, state, local or tribal governments) or disaster areas.

**Education:** Initiatives at the primary, secondary and post-secondary levels that raise the aspirations of youth in the community, support early literacy, including cultural literacy, as well as initiatives that support the education process and provide a safe and nurturing environment for learning.

**Youth Programs:** Programs that assist in improving the quality of life for children in the community or programs that foster education, learning, leadership, advocacy and team work as well as build early literacy skills.

**Cultural Programs:** Programs that assist in enriching the quality of life for youth residents of the community by cultivating an appreciation of the art, music, museums, libraries, and other cultural resources.

**Application Instructions:** Specific attachments and supporting documentation are required as part of this application. The application will be considered incomplete and will not be reviewed without all required attachments. All applicants will be required to sign and adhere to a memorandum of understanding. The requestor is required to submit the following:

*\* Name of Organization, including: Tax identification number, address, phone number, website and email;*

*\*Contact Person;*

*\*Copy of IRS determination letter confirming tax-exempt status as a 501(c)(3) organization and/or a 509(a), if applicable;*

*\*Mission Statement on your organization's letterhead;*

*\* 1-2-page summary of your organization and the program (scope of services to be performed) in need of funding and how you intend to use the funding to prevent youth violence in the Greater Hartford Community*

*\* Budget narrative to support programming/scope of work funding*

*\* Documentation to support the number of individuals who will benefit from the program, including, but not limited to age, cultural background, gender, grade, occupation, and residency information.*

**GRANT-MAKING CRITERIA:** The Foundation will consider supporting projects and initiatives that meet one or more of the following criteria:

- Addresses the issue of youth violence prevention. Programs will emphasize youth **age 13-21**
- Relates to the Foundation’s priorities and areas of interest stated above
- Includes a strategy for leveraging other resources and support from the region to produce cost-effective results that can be measured and evaluated; this can include collaboration between multiple organizations
- Provides incentive and stimulation for the private and public sectors to work together in community problem solving in regard to decreasing youth violence;
- Advances innovative and long-term strategies that will address recognized needs in addressing youth violence impacting the West Indian Communities of Hartford, Connecticut or areas serviced by the West Indian Foundation, Inc
- Demonstrated history of compliance with reporting requirements

**ELIGIBILITY FOR GRANTS:**

- Applicants must be located in or provide service in a community served by the West Indian Foundation, Inc and provide service to youth age 13-21
- In some cases, site visits will be scheduled before funding decisions are made.
- An organization is eligible for programs dating 07/01/2023-06/13/2024 and can be reimbursed for program as of 07/01/2023.

**INELIGIBLE ORGANIZATIONS AND REQUESTS:**

- The Foundation does not support the following types of organizations and requests even if an applicant meets all other eligibility and grant-making criteria above:
  - a. Lobbying groups
  - b. Individuals

**DEADLINES:** Applications can be submitted from 9/5/2023 with rolling submission until 11:59pm **September 29, 2023**. Funding will be delivered based on the final decision from the State of Connecticut and the Hartford Knights Youth Organization.

**PROPOSAL SUBMISSION AND CONTACT INFORMATION:** Please contact Violette Haldane, President of the West Indian Foundation, at (860)-930-2508 with any questions.

**Applications** are required to be submitted as one pdf electronically via mail to:

[info@westindianfoundation.org](mailto:info@westindianfoundation.org)

All approved applicants will be required to submit supporting documentation, including but not limited to original receipts and contracts between subcontractors. Payments are made based on the following:

- A receipt showing the date of purchase as well as what was purchased.
- An invoice showing what the item/service is, that is being purchased, and whom the check should be made payable to.
- If you have a situation that does not follow either of these practices, please contact us to discuss before the actual program expense against your budget is incurred.

Applicants will be required to complete and adhere to the Memorandum of Understanding and to submit interim reports on October 25, 2023, January 8, 2024 and April 8, 2024 with final reports due by June 26, 2024 at 11:59pm. **\*Note that total requested funds may not be approved and in some instances only a percentage of requested funds may be approved.**

**GRANT APPLICATION FORM**

(Please edit this form as needed to answer the questions below)

1.Application Date: \_\_\_\_\_

2.Legal Name of Organization:

\_\_\_\_\_

2a. Tax Identification Number: \_\_\_\_\_

3.Organization Address, including PO address if applicable

\_\_\_\_\_  
\_\_\_\_\_

4.Telephone Number: \_\_\_\_\_

5.Website Address: \_\_\_\_\_

6.Executive Director/Chief Executive Officer \_\_\_\_\_

6a. Contact Person for this application if different from above:

\_\_\_\_\_

7.Telephone Number and Email Address of contact person:

(T) \_\_\_\_\_ (Email) \_\_\_\_\_

8.Principal Purpose of your Organization (Additional documents may be submitted):

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9. Geographic Area Served (service area):

\_\_\_\_\_  
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10.Approximate number of persons served annually:

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11.Provide an overview of the demographic served, including but not limited to *Age, Gender, or Grade*:

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12. Number of Employees: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Volunteers: \_\_\_\_\_

12a. Percent of disadvantaged or low/moderate income individuals served (approximately) \_\_\_\_\_% **Note: Please provide documentation which states the percentage of disadvantaged or low to moderate income individuals served by your organization or the program in need of funding.**

12b. Specific purpose for which funds are requested included estimated cost of the program. **Note that total requested funds may not be approved and in some instances only a percentage of requested funds may be approved.:**

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13. Total Amount Requested. **Note that total requested funds may not be approved and in some instances only a percentage of requested funds may be approved. If grant amount is less than the total request, a revised budget reflecting actual award must be submitted along with the revised scope of work**

14. Period of time in which funds will be spent (anticipated start and end dates): Grants will need to be expended by June 25, 2024 with internal reporting to the Foundation provided by June 26, 2024.

15. Project Budget (Should Include: salary, travel/training, equipment/supplies, contractual, facilities, other. Supplemental Materials must be provided including, but not limited to, canceled checks, contracts, receipts, MOUs, contracts, etc.) \$ \_\_\_\_\_

15a. Organization's Total Budget: \$ \_\_\_\_\_

15b. Does your organization receive support from the United Way or other federal funds? If so, which ones? \_\_\_\_\_ Yes \_\_\_\_\_ No

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