

Guidelines for Recovery Rising Foundation Grant Applications

This describes the purpose of the Recovery Rising Foundation's grant making program, eligibility criteria, and the procedures to follow in submitting your proposal. Please review these guidelines carefully and submit your proposal in the requested format.

The Grant Program

Recovery Community Program

The purpose of our Recovery Community Program is to provide support to other like-minded legal entities that advocate for abstinence-based recovery in the Northeastern Pennsylvania region. Our grants aim to support local efforts to promote and encourage grass roots efforts to strengthen the recovery community at a local level.

We may fund projects that:

- Identify unmet or underserved needs in the recovery community and create programs that remedy the shortfall.
- Promote abstinence-based recovery.
- Provide opportunities to local members of the recovery community.
- Enhance the ability of people to participate in local recovery.
- Create programs and projects that elevate local recovery.

We give priority to projects that:

- Foster collaboration among different community agencies, and local government.
- Reflect a comprehensive approach to recovery community development.
- Promote recovery community participation and engagement.
- Provide evidence-based results.

The Grant Application Process

Request for Proposals

The Recovery Rising Foundation invites proposals, under a semi-annual competitive Request for Proposal (RFP) process, and awards grants to strengthen the capacity of local recovery community-based development organizations.

Eligible Requests

We support projects directly benefiting local recovery community-based organizations and agencies in Northeastern Pennsylvania. We do not make grants to individuals or government agencies, or for capital building projects, lobbying or religious purposes.

Applicant organizations must meet the following criteria:

- Nonprofit corporation with proof of 501(c)(3) tax-exempt status;
- A minimum of three years of experience in the field of addiction;
- Strong board involvement and/or competent leadership; and
- Proven track record of relationships fostered with other organizations and constituencies in the recovery community, and local government.

Grant requests are limited to a maximum of \$250,000. This RFP is for one-time, short-term (one year, maximum) projects.

The Grant Review Process

Application Procedures

Please submit an application containing all of the items specified below, including all requested attachments.

We will contact you if we have questions or require additional information. We will acknowledge your application within two weeks of its receipt. If we are interested in funding your proposal, we will contact you to discuss your application within three months.

Application Contents

Your application must include:

Cover letter, on your stationery, signed by your director

1. Executive Summary
2. Narrative (no more than five pages) that includes:
 - o Project Description
 - Brief statement of area to be addressed
 - Goals and objectives
 - Target population
 - Project activities
 - Key Staff (with attached resumes)
 - o Plan for measuring project results
3. Project Budget (expenses and income)
4. Organization Background (mission, major activities, and credentials for carrying out project)
5. Conclusion (brief statement of long-term project plan)
6. Appendices (Attachments)
 - o Certificate of Incorporation and By-Laws
 - o Verification of tax-exempt status (IRS determination letter)
 - o List of Officers and Board of Directors
 - o Staff Biographies and Key Staff Resumes
 - o Organization Operating Budget
 - o Latest Financial Statement (audited, preferred)
 - o List of other current funding sources and uses
 - o Current Annual Report (if available)
 - o Consultant/subcontractor commitment letters (if applicable)
 - o Support letters or endorsements (limited to maximum of two)

Applications may be submitted via email to brendanm@clearbrookfoundation.org, or by regular mail to Clear Brook Foundation, 415 N. 8th Avenue, Scranton, PA 18503.