



The Summer Camp Fund awards grants to summer camps to provide scholarships to low-income children and youth. The goal of The Summer Camp Fund is to increase the opportunities that camps provide for children in grades K-12 to experience the outdoors during the summer months. Maximum grant awards will be \$10,000. Grants must be used to expand the number of experiences offered to low-income campers.

The Summer Camp Fund is a partnership between POST & *The Charlotte Observer* to increase the opportunities that summer camps provide for low-income children to experience the outdoors. The Summer Camp Fund is grounded in the belief that low-income youth should have the same opportunity to enjoy a summer outdoor camp experience that mirrors enrichment programs accessed by their middle- and upper- income peers. By engaging in enriching summer programs, children can improve self-esteem and confidence, increase motivation for engagement in learning, and develop new skills and talents. Specifically, outdoor nature experiences have the ability to boost creativity and self-discipline, enhance cognitive flexibility, improve problem-solving skills, and reduce stress (Louv, "The Natural Gifts of Camp," 2007).

The mission of Partners in Out-of-School Time (POST) is to ensure that all school age children and youth in Mecklenburg County have access to high quality programs, activities, and opportunities in their out of school time. To learn more, visit POST's website at www.postcarolinas.org.

ELIGIBILITY REQUIREMENTS

1. Applicant organizations must be operators of summer camp programs.
2. The Summer Camp Fund grants must provide full scholarships to campers who live in one or more of the following counties:
 - In North Carolina: Alexander, Anson, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cleveland, Gaston, Iredell, Lincoln, McDowell, Mecklenburg, Montgomery, Moore, Richmond, Rowan, Rutherford, Stanly, Union, Watauga, Wilkes
 - In South Carolina: Chester, Chesterfield, Darlington, Florence, Kershaw, Lancaster, Scotland, YorkPriority will be given to organizations that primarily serve one or more of these counties.
3. An applicant organization may only submit one camp site for consideration per grant cycle.
4. Applicant organizations must have offered scholarship opportunities to low-income students during the 2009 summer months.
5. Applicant organizations must have recently audited financial statements confirming conformity with generally accepted accounting principles, unless legally exempt from a required audit.
6. Applicant organizations must not discriminate on the basis of ethnicity, race, religious creed, national origin, disability, sexual orientation, marital status, age, or gender.
7. Single sex and co-ed camps are permitted to apply.
8. Camps that received previous funding from The Summer Camp Fund are permitted to apply.

FUNDING PRIORITIES

Grants should strongly and clearly connect to The Summer Camp Fund priorities listed below.

- Demonstration of how scholarships will serve low-income children and youth
- Expansion of the number of low-income children attending the camp
- Commitment to high-quality programming
- Strong outdoor educational experience
- Employment of highly qualified professional staff
- Plan to effectively evaluate outcomes

APPLICATION PROCESS

Organizations interested in applying may download The Summer Camp Fund Application Form at the Partners in Out-of-School Time website, www.postcarolinas.org. If you have questions about the application process, contact Kate Shem at kshem@postcarolinas.org or 704.376.1845 x 804.

Applications must be postmarked by November 30, 2009. Late applications are not accepted.

Please submit applications to:

Partners in Out-of-School Time
Attn: The Summer Camp Fund
1609 E Fifth Street
Charlotte, NC 28204

SELECTION PROCESS

Applications will be reviewed and selected by The Summer Camp Fund Governing Board. To conduct a fair and ethical grants program, The Summer Camp Fund follows a conflict of interest policy, which states that volunteers and/or staff may not participate in the grant process for an organization with which they are affiliated. Please do not lobby POST Board or Summer Camp Fund Governing Board.

The Summer Camp Fund has limited discretionary funds; therefore, many exemplary proposals cannot be funded. Proposals that are not funded will receive communication of this decision. Because of the volume of requests, written feedback on proposals that are not funded will not be provided.

Notification of awards will occur no later than February 12, 2010, with contract negotiations immediately following. Grants will be distributed by June 1, 2010. Applicant organizations are expected to use funds before September 1, 2010.

GRANT REQUIREMENTS

- In general, grants provide one-time funding for the summer sessions of the application year.
- All grant recipients are expected to provide a written report evaluating the project and accounting for grant expenses upon project completion by September 1, 2010.
- Any funds not spent for the approved purposes by September 1, 2010 must be returned to The Summer Camp Fund.
- POST and/or The Summer Camp Fund Governing Board will conduct site visits to camp locations during summer camp.

The Summer Camp Fund Grant Application Form

Please assemble items in the order listed below and check off each piece as it is completed. Do not staple together.

- Grant Application Form**
- Grant Narrative** (up to 4 pages)
- Statement of Assurances, including signature of Chief Executive Officer and/or Board Chair**
- Line-item profit and loss statement** of the actual income and expenses for the prior fiscal year
- Line-item budget** with anticipated income and expenses for the fiscal year for which funds are being requested
- Copy of 2010 scholarship application form**, which will be completed by applicants who apply for scholarship
- List of the current Board of Directors**, including a brief business/community affiliation (if applicable)
- Camp brochures and/or promotional materials**, outlining programs/activities offered (optional, but encouraged)
- For 501(c)3 organizations, attach a copy of the applicant's official notice of tax exempt status from the Internal Revenue Service, or explain here if not included:**
_____ If the applicant organization is exempt as a local unit of a national organization, attach certification of membership. (Note: Do not send the federal tax ID number notice or state tax exemption letter as these items do not meet this requirement.)
- Enclose one copy of the applicant's most recent audit.** If no audit exists, please explain here, and attach most recent financial statements. _____

Applicant Organization Information

Name of Organization _____ Contact Name _____
Address _____ Job Title _____
City _____ State _____ Zip _____ Telephone _____ Fax _____
Federal Tax ID # _____ Email _____
Date of Incorporation _____ Website _____
Organization mission _____

If applicant has previously received a grant from POST or the Summer Camp Fund, please indicate in the space below:

Date of Grant	Grant Amount	Project Funded
_____	\$ _____	_____

Summer Camp Information

Camp Name _____
Location of Camp _____
(City or Town) (County) (State)

GRANT APPLICATION FORM (continued)

Owner of camp facility _____ Day or resident camp? _____ Single sex or co-ed? _____

Is camp accredited by the American Camp Association? _____

Other accreditations received by camp _____

Is any licensing, zoning or other regulatory approval needed to conduct this camp? _____

If yes, explain status on an attachment.

Answer the following questions for the previous year (Summer 2009):

of sessions _____ # of weeks in session _____ Camper fee per session \$ _____

of campers served per session _____ Total # of campers served _____

of campers who received full scholarships _____ # of campers who received partial scholarships _____

Total Amount of Scholarships Provided \$ _____

Answer the following questions for the upcoming year (Summer 2010):

of sessions _____ # of weeks in session _____ Camper fee per session \$ _____

of campers served per session _____ Total # of campers served _____

of campers to receive full scholarships _____ # of campers to receive partial scholarships _____
(do not include The Summer Camp Fund grant)

Anticipated Total Amount of Scholarships Provided \$ _____ *(do not include The Summer Camp Fund grant)*

What amount of this scholarship money is still pending? \$ _____

SUMMARY GRANT REQUEST

Line A: Total Funding Request: \$ _____

Line B: Number of campers to receive full scholarships: _____

Line C: Number of weeks in camp session: _____

Line D: Cost per session: \$ _____

Line E:	_____	X	\$ _____	=	\$ _____
	Number of Campers		Cost per session		Total Request
	<i>(Line B)</i>		<i>(Line D)</i>		<i>(Line A)</i>

GRANT NARRATIVE

Please answer the following questions as concisely as possible.

Type the answers in a font no smaller than 10 point directly after each question below.

The Grant Narrative should be no more than four (4) pages.

1. Briefly summarize the programs, activities, and services offered during camp sessions.
2. Describe the outdoor education experiences that campers receive at the summer camp. Outdoor education is a priority for The Summer Camp Fund.
3. Describe counselor qualifications and counselor to camper ratio.
4. How many campers are expected in 2010 and 2011? What are the camp's fund development plans for these years?
5. How are camper fees determined? What expenses are included to determine cost per child?
6. Provide a brief description of applicant organization's history of providing scholarship opportunities to low-income children and youth. How does applicant organization define low-income and how does applicant organization determine how scholarships are distributed?
7. If camp receives Summer Camp Fund funding, what are specific strategies to recruit low-income campers?
8. Explain if camp has the capacity and a plan to provide transportation, clothing, activities that cost additional fees, and/or equipment that scholarship campers might need to attend camp.
9. How does applicant organization measure success? What are expected outcomes for the camp?
10. Describe plans for sustainability to provide scholarship opportunities for low-income campers.
11. If awarded a Summer Camp Fund grant, how would a low-income child from the community apply for a scholarship from the camp?

STATEMENT OF ASSURANCES

The Summer Camp Fund requires assurances from the applicant that it will provide certain services and documents prior to any funds being released. A signature on the bottom of this page is considered acknowledgement and willingness to provide the services and documents described below prior to funding. If your organization is designated to enter into contract negotiations with The Summer Camp Fund, you will be required to submit the documents listed below within 15 days of your notification.

Documents to be provided by the grantee:

- The grantee will maintain policies of insurance as specified by The Summer Camp Fund with an insurance company acceptable to The Summer Camp Fund. The Summer Camp Fund must be given a 20-day notice of any intent to terminate such insurance either by the non-profit grantee or the insuring program.
- Certificate of Insurance and Insurance Policy confirming POST is listed as an additional insured. POST requires coverage of \$3,000,000 in the aggregate and \$1,000,000 per occurrence.
- **Automobile liability** – Bodily injury and property damage liability covering all owned, non-owned and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate.
- **Commercial General Liability** – Bodily injury and property damage liability as shall protect the non-profit grantee and any subcontractor from claims of bodily injury or property damage which may arise from operation of this agreement whether such operations are performed by the non-profit grantee, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate.
- **Workers' Compensation Insurance** – Meeting the statutory requirement of the State of North Carolina and Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit, providing coverage for employees and owners.
- **Directors & Officers Liability** – The non-profit grantee will maintain Directors & Officers Liability coverage for negligent acts, errors or omissions in performing services under this agreement. The amount of such insurance shall not be less than \$1,000,000 each claim.
- **Fidelity Bond Certificate** – Limit \$50,000.
- **Student Accident Insurance**

Approval of Board Chair and Executive Officer

We have reviewed and approved submission of this grant request. We certify that the applicant organization does not discriminate on the basis of ethnicity, race, religious creed, national origin, disability, sexual orientation, marital status, age, or gender. If applicable, we also certify that our most recent IRS notification of our organization's 501(c)(3) status is attached to this application and that the organization has received no notice from the IRS of any proposal, threat or suggestion to revoke or modify this determination.

Executive Officer Signature/Date _____ Name (Print) _____

Board Chair Signature/Date _____ Name (Print) _____
(If applicable)