



MAKEPEACE NEIGHBORHOOD FUND

Application Instructions

The Makepeace Neighborhood Fund was formed by the Board of Directors of the A.D. Makepeace Company to support beneficial projects in the southeastern Massachusetts towns in which the company grows cranberries.

Eligibility

- Applicants:** Must be 501(c) tax-exempt organizations or municipal/regional government agencies.
- Projects:** Must be in one of the following categories: education, open space/environment, historic preservation, community housing, health care, or agriculture.
- Activities:** Planning, project-based, or capital. The Fund does not provide grants for general operating costs.
- Grant Range:** Grant awards range from \$1,000 to \$10,000. Larger or smaller grants will be made at the discretion of the fund's Board of Trustees.
- Geography:** Funding will only be provided for projects or programs that benefit the residents of Carver, Plymouth, Rochester, and/or Wareham.

Submittal Requirements

Applicants must submit one unbound, unstapled proposal, including a completed cover sheet and all of the material specified on page 3. Applications must be **received** on or before March 5, 2012 at 4 p.m. Address to: at the MAKEPEACE NEIGHBORHOOD FUND, c/o A.D. Makepeace Company, 158 Tihonet Road, Wareham, MA 02571.

New! Applications may be **submitted by e-mail** to lburke@admakepeace.com. Please make sure your authorized signature is included (may be a separate scanned sheet – see page 4) and that all required attachments are included as PDFs. If you do not receive an e-mail acknowledgement of receipt, please call us at 508-322-4103 to confirm receipt.

Late or incomplete proposals will not be reviewed. Please complete and attach our cover sheet. **The 1,000-character project summary is the basis of initial screening.** It is imperative that you concisely summarize the nature of your project and the qualifications of your organization in the Project Summary section, and do not exceed the character limit.

Applications must be signed by an official with oversight responsibility for the beneficiary organization. Examples include the town administrator or selectmen chairman for a municipal department, the school superintendent for any activity which affects a school program or building, or the executive director or Board chair of a non-profit organization. **Applications which are not signed by an authorized signatory will be considered incomplete and will not be reviewed.**

Proposals will be reviewed by Fund trustees and members of the A.D. Makepeace Company staff, and will be ranked on the basis of consistency with the Fund priorities, clarity of the proposal, and need.