

**THE RECOMPENSE FUND**  
a Non-Profit Corporation  
Organized Under the Laws of the State of Maine

**GRANT GUIDELINES**

The Recompense Fund (the “Fund”) is a Maine non-profit corporation that makes grants to exempt organizations described under Section 501(c)(3) of the Internal Revenue Code.

The income and principal of the Fund are dedicated exclusively to organizations on and benefitting Chebeague Island.

I. Background

Through the generosity of year-round and summer residents, businesses, and friends, The Recompense Fund benefits the community of Chebeague Island and its residents by supporting the work of Island nonprofits, responding to the ongoing and emerging needs of the Island and its residents, and anticipating future needs of the Island.

Board members who are year-round residents or have a significant connection with Chebeague Island evaluate grant requests to determine how the funds will be distributed. They also monitor the pulse of the Island to determine other needs that should be addressed to better the future lives of Island residents.

II. Priorities

The focus of The Recompense Fund is to help sustain and grow a diverse, vibrant year-round community on the Island.

The Fund encourages nonprofits to develop grant applications that address Island priorities. Collaborative projects are encouraged.

Priority will be given to applications for projects that:

- help to reduce economic barriers to living on the Island
- provide or increase access to educational and enrichment programs for Chebeague Islanders of all ages
- preserve and protect the built and natural environment, including projects that reduce energy consumption
- sustain year-round social and cultural resources for the community
- provide access for persons with disabilities
- support training programs to fulfill Island job opportunities
- help to sustain the Island as a year-round community

- support efforts/projects that provide housing options for year-round residents
- provide improvements to transportation to and from and within the Island
- achieve state-of-the-art cell and broadband/internet service
- enhance residents' opportunities to remain on the Island for their entire life
- develop leadership skills for any Island nonprofit organization
- support activities, projects, or programs that enhance healthy life habits and wellbeing

### III. Types of Support

The Recompense Fund will award three types of grants during the regular annual grant cycle: project grants, equipment and facility grants, and capacity-building grants. Applicants may request operating funds (see section (e) below) up to 20% of the grant request. The Fund also provides a limited number of small, off-cycle, emergency grants.

#### **a. Project Grants for new or expanding projects**

To be considered for funding, projects must have a clear beginning and end (i.e., not be an ongoing project). Expanding projects are those that serve new populations or those that have new or significantly different content.

#### **b. Equipment and Facility Grants (Capital Expenses)**

Grants under this section are for equipment and facilities improvements and generally must be supported by technical (engineering, architectural and the like) studies. In some cases, grants may be made for facilities assessments leading to facility plans or for other kinds of technical consulting support. Multiple pricing quotes should be shared when possible.

#### **c. Capacity-Building Support**

Capacity-building grants support operations and efficiency efforts for organizations that serve the Island. Examples of support include:

- strengthening board and leadership engagement
- enhancing staff skills and accreditations
- improving existing services and programs
- creating new strategic plans
- building monitoring, learning, and evaluation efforts
- strengthening financial management and developing fundraising plans

#### **d. Small Grants**

The Recompense Fund understands that Chebeague nonprofits may face special opportunities or emergencies outside the Fund's annual grant cycle. Small grants of \$500, up to a total of \$2500 per year, may be awarded during any calendar year.

Applications for small grants may be submitted as a letter to the Fund and address emergencies or special opportunities within the Fund's priority areas (see Section II above) at any time during the calendar year. Awards may be made at any time outside of the annual grant cycle following a process that is transparent, fair, clear and speedy. The Executive Committee's vote to approve a small grant award must be unanimous.

#### **e. Overhead expenses**

We understand that organizations have ongoing overhead expenses (sometimes referred to as operating or indirect costs) that cannot be directly linked to a project but are, nonetheless, critical for organizational health. Applications for all three types of support may include a request for overhead expenses. The request for overhead expenses may not exceed 20% of the total grant request. This money may be used at the discretion of the grantee.

### IV. Eligibility (other than "small grants")

#### a. Regular Annual Grants

Applications are posted on the Fund's website, [www.recompensefund.com](http://www.recompensefund.com), along with guidance for grant writing and for seeking assistance in preparing the application. Applications are due no later than April 30 of each calendar year. Results are communicated to applicants in early July.

A maximum of three consecutive grants may be considered for award to an organization to support a single project from III (a) or (b) above. After receiving up to three grants to support such a project, an organization may apply for grants to support other new or expanding projects or capital expenses.

Progress Reports for all grants are due one month prior to the new grant deadline.

Progress Reports for all prior grants must be submitted in a timely manner before an organization can be considered for a new grant application.

Grants for specific purposes may not be converted to another purpose without prior approval from The Recompense Fund Board. Approval must be requested by submitting a letter to the Board President. Any unapproved expenditures must be paid back to the Fund before an organization may submit a new grant application.

If an approved project is not pursued and the grantee proposes a different but similar project, the Board has discretion whether or not to grant approval. If the new proposal is substantially different from the original approved project, the Board will request that the funds be returned to The Recompense Fund.

The Recompense Fund will not contribute financially to endowments or capital campaigns. This includes costs related to verbal or written requests for financial support such as appeal letters or fundraising events.

Grants may be extended beyond the original time period allowed in the grant when the project is proceeding but the funds cannot be expended within the original time period and the Board agrees to extend the time for completion.

The following types of organizations are eligible to apply for grants:

- Nonprofit, charitable organizations tax-exempt under section 501(c)(3) of the Internal Revenue Code and also classified as an organization described in sections 509(a)(1) or 509(a)(2) (not a foundation)
- The Town of Chebeague Island
- The Chebeague Island School
- Groups without any tax status may apply via a fiscal sponsor that is an eligible organization as described above.

In addition, please note that grants cannot reimburse expenses that have already been incurred by an organization.

#### b. Small Grants

An organization may submit a small grant application during the same year it applies for a regular annual grant.

#### V. Amendments

Grant Guidelines may be amended by the Board at any regular or special meeting.

Adopted: January 7, 2021