



TO: Organizations seeking grants from the \_\_\_\_\_ Foundation

FROM: \_\_\_\_\_, Program Associate

RE: *APPLICATION GUIDELINES AND DEADLINES*

Thank you for your interest in the \_\_\_\_\_ Foundation. Enclosed please find current grant guidelines and application form.

The Distribution Committee reviews grant applications four times a year, and makes recommendations to the Board of Directors. The committee's recommendations are acted upon by the Board of Directors at the Board's quarterly meetings.

For consideration at the board meeting your **completed application must be received by 4:00pm** on the deadline date. The Board will act upon the Distribution Committee's recommendations on the corresponding meeting date listed below. You will be advised of their decision by mail shortly thereafter.

<b>QUARTERLY SCHEDULE*</b>	
<b>APPLICATION DEADLINE</b>	<b>BOARD MEETING</b>
Early August	Late September
Mid-October	Early December
Mid-February	Late March
Mid-April	Late May

*\* Please see website for exact dates or call <Phone Number>.*

Company name,  
address, phone,  
email, web site.

Once again, thank you for your interest in the \_\_\_\_\_ Foundation. If you have any questions, please feel free to call.

# GRANT APPLICATION GUIDELINES

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The following guidelines are designed to furnish you -- the grant-seeker -- with the information necessary to apply for a \_\_\_\_\_ Foundation grant.

These guidelines offer general guidance, and are not a guaranteed prescription for success in obtaining a grant. Ultimately, each proposal is evaluated on its potential value to \_\_\_\_\_ or \_\_\_\_\_; funding available for disbursement; and the quality of planning, leadership, support and vision expressed in the application.

Applicants are strongly encouraged to discuss prospective proposal ideas with the program staff before submitting an application.

## WHO IS ELIGIBLE TO RECEIVE A GRANT?

The \_\_\_\_\_ Foundation supports a wide variety of projects, but does restrict itself to:

- making grants to tax-exempt, not-for-profit organizations so certified by the Internal Revenue Service under Section 501(c)(3); and
- making grants from the General Fund and other board-directed funds to qualified organizations in \_\_\_\_\_ and \_\_\_\_\_.

The \_\_\_\_\_ Foundation will not make more than one grant within a 12-month period to the same organization, nor does it expect to make recurring grants to the same program.

## WHAT TYPES OF PROJECTS ARE SUPPORTED?

The \_\_\_\_\_ Foundation looks for innovative programs in areas of human services, arts and culture, education, health, environment and civic affairs. Successful applications typically address problems to be solved or opportunities to be seized in the Central New York area. We invite proposals that:

- suggest practical approaches to \_\_\_\_\_ problems
- generate \_\_\_\_\_ support, both professional and volunteer
- promote cooperation among agencies without duplicating services
- demonstrate the organization's ability to secure realistic funding
- strengthen an agency's effectiveness or stability

\_\_\_\_\_ building is central to the work of the \_\_\_\_\_ Foundation, therefore the \_\_\_\_\_ Foundation will give preference to projects that:

- increase civic participation and \_\_\_\_\_ vitality
- build \_\_\_\_\_ connections, especially among diverse groups, and build mutual trust and reciprocity in \_\_\_\_\_ relationships
- encourage discourse about critical issues
- develop an expanding pool of talented \_\_\_\_\_ leaders

## WHAT TYPES OF PROJECTS ARE NOT SUPPORTED?

The \_\_\_\_\_ Foundation, as a rule, does not make grants for:

- annual operating budgets, except when it is "seed" or "bridge" money
- endowments
- sectarian purposes
- loans or assistance to individuals
- medical or academic research (except where directed by a donor)

## SUBMITTING A PROPOSAL

Prospective applicants are **strongly encouraged** to discuss their grant request with \_\_\_\_\_ Foundation staff before beginning the application process. Please telephone the \_\_\_\_\_ Foundation office (Phone number) for assistance or to arrange an appointment.

During the review process, \_\_\_\_\_ Foundation staff may contact you for additional information or to arrange a meeting with representatives of your organization.

Organizations applying for funding are required to use the attached proposal form. In the interest of conserving paper, double-sided copies are accepted. ***Please submit only one copy of the application and the requested attachments. For your convenience, a checklist of application requirements is located at the end of these guidelines.***

The \_\_\_\_\_ Foundation does not accept faxed applications. We suggest that you:

- do not enclose the proposal in any sort of cover
- do not send videotapes or audio cassettes
- send only the requested information

***Applications must be received by the deadline date stated on the cover memo.  
Acknowledgments will be mailed to applicants following receipt of their proposals.  
Please contact us if acknowledgment is not received within 5 business days.***

## RECEIVING NOTICE OF GRANT DECISION

Applicants will be notified of grant award or denial by letter after the \_\_\_\_\_ Foundation's quarterly Board of Directors meeting, which is noted on the cover memo. We request that inquiries regarding the status of a grant application be made after that date.

An unsuccessful application does not reflect the worthiness of a particular project. The \_\_\_\_\_ Foundation receives more requests than it can fund. Any agency whose request has been declined is encouraged to contact the program staff to discuss specific reasons for the rejection.

## EVALUATING PROGRAMS AND PROJECTS

The \_\_\_\_\_ Foundation is interested in the impact of its grantmaking to area not-for-profit organizations and the \_\_\_\_\_. Recognizing the importance of effective evaluation, grant evaluation should augment your organization's ongoing planning and evaluation process.

All grant recipients are required to provide the \_\_\_\_\_ Foundation with progress report(s). Both interim and final reports may be necessary, depending upon the length and scope of the awarded project. Reports should detail how dollars were expended and what the project achieved.

Award recipients may also be asked to participate in a survey to evaluate the Foundation's grant making process or attend a sharing session with other grantees.

## **PUBLICITY AND MEDIA COVERAGE**

The \_\_\_\_\_ Foundation generally issues a press release about grants immediately after the awards are announced. Agencies are also asked to provide their own publicity after receiving a grant. Upon request, \_\_\_\_\_ Foundation staff can offer assistance in this area. The \_\_\_\_\_ Foundation appreciates photographs of funded projects to use in its publications.

### **About 501(c)(3) sponsors**

If the IRS does not currently recognize your organization as a 501(c)(3) tax-exempt not-for-profit, you may identify a 501(c)(3) sponsor to act as your organization's fiscal agent. The fiscal agent must be recognized as a publicly supported, charitable organization under section 501(c)(3) of the IRS Code.

One copy of the sponsoring organization's IRS Letter of Determination showing 501(c)(3) status must be included with your proposal, along with one copy of the sponsor's most recent annual financial statements (audited if available). The sponsoring organization's chief executive officer must co-sign the grant application cover sheet.

If a grant is approved, payment will be made to your organization through your fiscal agent.

### **CONTACT for more information**

Any questions regarding the grant application process should be directed to any of our program staff at the address below:

\_\_\_\_\_ Foundation

Address, web site, email
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## application packet checklist



*Does your application include the following required information.....*

### *A. APPLICATION*

- Signed coversheet
- Narrative
- Financial history
- Proposed project budget
- Budget explanation

### *B. ATTACHMENTS*

- Three vendor quotes (*for capital expenditure requests only*)
- List of your Board of Directors and schedule of board meetings
- Mission Statement
- IRS Letter of Determination showing 501(c)(3) status
- Most recent fiscal year-end financial statements, audited if available
- Most recent Form 990 as filed with the IRS
- Year-to-date financial statements including the current year operating budget
- Brochures, newspaper clippings, and letters of support (*optional*)



*You are all set then!!*

Logo

# GRANT APPLICATION

*please submit one copy of the completed application*

## ORGANIZATIONAL INFORMATION

organization name \_\_\_\_\_  
address \_\_\_\_\_  
\_\_\_\_\_

telephone \_\_\_\_\_ fax \_\_\_\_\_  
email \_\_\_\_\_ web \_\_\_\_\_

contact person \_\_\_\_\_  
position \_\_\_\_\_

## PROJECT INFORMATION

total project budget \_\_\_\_\_ amount requested \_\_\_\_\_  
project start date \_\_\_\_\_ project end date \_\_\_\_\_  
brief explanation of grant request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TERMS AND CONDITIONS

If the applying organization is awarded grant funds from the \_\_\_\_\_ Foundation for the purposes stated in this application, the following terms and conditions pertain.

The funds are to be used solely for the purposes stated in your application. By accepting the grant you agree:

- ◆ To obtain the Foundation's approval in writing if your aims for the grant change considerably from those listed in your proposal.
- ◆ To provide the Foundation with report(s) describing the project's successes, any significant difficulties encountered and how they were overcome. A fiscal section showing how the funds were expended should be included.
- ◆ That any portion of the grant not used by you in accordance with your proposal or in a manner that has received our subsequent written approval must be returned to the Foundation.
- ◆ To allow the Foundation use of the organization name in general Foundation marketing and/or promotional material.

\_\_\_\_\_  
*name of Executive Director/Authorized Signer (please print)*

\_\_\_\_\_  
*title*

\_\_\_\_\_  
*signature of Executive Director/Authorized Signer*

\_\_\_\_\_  
*date*

***If the applying organization is not recognized as tax-exempt under IRS section 501(c)(3), the section on the back must be completed.***

**501(C)(3) SPONSOR COMMITMENT**

If the above applying organization is awarded grant funds from the \_\_\_\_\_ Foundation for the purposes stated in this application, \_\_\_\_\_ (*sponsor's name*) a bonafide 501(c)(3) organization agrees to accept the funds on applicant's behalf. The applicant retains full responsibility for the use of the grant money and submission of reports required by the Foundation. I have reviewed this application in its entirety. I have the authority to enter into this commitment.

\_\_\_\_\_  
*name of Executive Director/Authorized Signer (please print)*

\_\_\_\_\_  
*title*

\_\_\_\_\_  
*signature of Executive Director/Authorized Signer*

\_\_\_\_\_  
*date*

**NOTE:** *The sponsoring organization must submit one copy of its:*

**1. IRS Letter of Determination showing 501(c)(3) status  
and**

**2. a copy of its most recent annual financial statements (audited if available).**

# PROJECT NARRATIVE

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Please submit a project narrative of no more than three (3) pages following the outline below. Please answer each question.

Please use language for lay people, and avoid using jargon, initials, and abbreviations. Proposals may be handwritten. Please use a readable font size and style.

## A. AGENCY/ORGANIZATION BACKGROUND

*Describe the work of your organization, addressing each of the following topics:*

1. Brief description of your organization's history, mission, and goals.
2. Relationships with other organizations providing similar services.
3. What you regard as appropriate diversity for your organization's board, staff and served constituency. How, and over what period of time, do you intend to achieve your objectives, if you have not already done so?

## B. THE FUNDING REQUEST

*Please describe the proposed project addressing the following where applicable:*

1. Briefly describe the project and its anticipated significance for those you seek to serve, your organization and the \_\_\_\_\_.
2. What are the project objectives?
3. Who was involved in the planning and how will they benefit?
4. What is your timetable and anticipated length of the project?
5. How does this project relate to existing programs?
6. What other funding sources does this project have?
7. What contingency plans do you have if your goal is not reached?
8. How will the project be sustained?
9. Will this project build our stock of "social capital", that is, new and/or stronger relationships and networks that increase the \_\_\_\_\_'s strength? (*see \_\_\_\_\_ building points in the guidelines*)

## C. CAPITAL EXPENDITURE REQUESTS

*If you are requesting support for a capital expenditure, please answer the questions below.*

*If you are requesting program support, please skip this section.*

1. Cite considered alternatives and reasons for rejecting them.
2. Indicate the status of any required regulatory approval, as appropriate.
3. Describe the plan for financing future maintenance and operations.
4. If you intend to run a capital campaign, please describe the campaign plan.

## D. EVALUATION

*Describe the following:*

1. What results do you expect to achieve from your project?
2. How will you measure your results/outcomes?
3. How will you communicate this information to your funders?

*(continued on back)*

**E. ATTACHMENTS**

*In addition to the application forms, please include the following attachments.*

1. Three vendor quotes *(for capital expenditure requests only)*
2. List of your Board of Directors and schedule of board meetings
3. Mission Statement
4. IRS Letter of Determination showing 501(c)(3) status
5. Most recent fiscal year-end financial statements, audited if available
6. Most recent Form 990 as filed with the IRS
7. Year-to-date financial statements including the current year operating budget
8. Brochures, newspaper clippings, and letters of support *(optional)*

# FINANCIAL HISTORY

FISCAL YEAR ENDING \_\_\_\_\_

## STATEMENT OF SUPPORT & EXPENSES

### Revenues

contributions \_\_\_\_\_  
    individual \_\_\_\_\_  
    corporate/foundation \_\_\_\_\_  
    government grants \_\_\_\_\_  
program generated \_\_\_\_\_  
other (please specify) \_\_\_\_\_  
\_\_\_\_\_

**Total Revenues** \_\_\_\_\_

### Expenditures

program \_\_\_\_\_  
administration \_\_\_\_\_  
fundraising \_\_\_\_\_  
other (please specify) \_\_\_\_\_  
\_\_\_\_\_

**Total Expenditures** \_\_\_\_\_

## BALANCE SHEET

### Assets

cash \_\_\_\_\_  
securities \_\_\_\_\_  
accounts receivable \_\_\_\_\_  
contributions receivable \_\_\_\_\_  
property/equipment \_\_\_\_\_  
other (please specify) \_\_\_\_\_  
\_\_\_\_\_

**Total Assets** \_\_\_\_\_

### Liabilities

current \_\_\_\_\_  
long-term \_\_\_\_\_  
**Total Liabilities** \_\_\_\_\_

### Net Assets

restricted \_\_\_\_\_  
unrestricted \_\_\_\_\_  
**Total Net Assets** \_\_\_\_\_

**Total Liabilities +  
Net Assets** \_\_\_\_\_

*note: for your balance sheet to "balance"  
total assets = total liabilities + total net assets.*

