

CAYUGA COMMUNITY FUND
500 South Salina St.
Syracuse, NY 13202
A Component Fund of
CENTRAL NEW YORK COMMUNITY FOUNDATION

GRANT APPLICATION

ORGANIZATIONAL INFORMATION

organization name _____
address _____

telephone _____ *fax* _____
email _____ *web* _____
contact person _____
position _____

PROJECT INFORMATION

total project budget \$ _____ *amount requested* \$ _____
project start date _____ *end date* _____
brief explanation of grant request _____

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 following section must be completed***

501(C)(3) SPONSOR COMMITMENT

If the above applying organization is awarded grant funds from the CNY Community 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 moneys 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

Please submit a project narrative of no more than three (3) pages following the outline below. Use language for lay people, avoiding the use of jargon, initials, and abbreviations. Please use a readable font size and style. Proposals may be handwritten.

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.

B. THE FUNDING REQUEST

Please describe the proposed project and include the following:

1. Briefly, describe the project and its anticipated significance for both the organization and the community.
2. What are the program objectives?
3. Who was involved in the planning and how will they benefit?
4. What is your timetable and anticipated length of the program?
5. How does this project relate to existing programs?
6. What other funding sources does this project have?
7. How will the program be sustained?
8. If full funding is not received how will the project be completed?

C. BUDGET

On the enclosed forms, provide information on the proposed project budget and the summary of your organization's financial statements. Also, please attach a budget narrative, describing the specific expenditures for which this grant will be used.

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 the Advisory Committee?

Submit a) one copy of your proposal b) one copy of your 501(c)(3) letter of determination from the Internal Revenue Service c) one copy of your list of your Board of Directors to:

**Cayuga Community Fund
c/o Central New York Community Foundation
500 South Salina St., Ste. 428
Syracuse, NY 13202**

*The Cayuga Community Fund is a component fund of the Central New York Community Foundation.
Additional information and grant application forms can be obtained from:*

*Central New York Community Foundation, Inc.
Attn: Danielle Gill, Grants Manager
500 South Salina Street, Suite 428
Syracuse, NY 13202-3302
Telephone: 315-422-9538
Fax: 315-471-6031
Website: www.cnycf.org*

FINANCIAL HISTORY

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.*

