



CENTRAL NEW YORK
COMMUNITY
FOUNDATION, INC.

TO: Organizations seeking grants from the
Central New York Community Foundation

FROM: Olive Sephuma, Program Officer

RE: *APPLICATION GUIDELINES AND DEADLINES*

Thank you for your interest in the Central New York Community Foundation.
Enclosed please find current grant guidelines and application form.

The Grants and Community Initiatives Committee reviews grant applications three times a year, and makes recommendations to the Board of Directors. The Committee's recommendations are acted upon by the Board of Directors.

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

For consideration at the board meeting your *completed application must be received or postmarked by the deadline date*. Our office closes promptly at 4:30 pm. The Board will act upon the recommendations of the Grants and Community Initiatives Committee on the corresponding meeting date listed below. You will be advised of their decision by mail shortly thereafter.

2009 – 2010 SCHEDULE

| APPLICATION DEADLINE | BOARD MEETING |
|-----------------------------|-----------------------------|
| Friday, September 25, 2009 | Wednesday, December 9, 2009 |
| Friday, April 9, 2010 | Wednesday, June 16, 2010 |
| Friday, September 24, 2010 | Wednesday, December 8, 2010 |

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

Suite 428
500 South Salina Street
Syracuse, NY 13202-3302
Phone: 315/422.9538
www.cnycf.org

COMMUNITY GRANT APPLICATION GUIDELINES



The following guidelines are designed to furnish you with the information necessary to apply for a Central New York Community 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 Onondaga or Madison County; 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 Central New York Community 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); publicly supported organizations such as schools and municipalities; and
- making grants from the Community Fund and other board-directed funds to qualified organizations in Onondaga and Madison counties.

The Community 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 project.

WHAT TYPES OF PROJECTS ARE SUPPORTED?

The Community Foundation has three community goals it seeks to advance through its grantmaking:

1. Community Impact

The Community Foundation's mission is to enhance quality of life for those who live and work in the community. We support innovative programs in the areas of human services, arts and culture, education, health, environment and civic affairs. Successful projects will address community needs through programs and activities that demonstrate sustainable impacts and measurable outcomes.

2. Community Building

Community building is central to the work of the Central New York Community Foundation. Therefore the Community Foundation will give preference to projects that increase civic participation and community vitality. Successful projects will build community connections, especially among diverse groups, and build mutual trust and reciprocity in community relationships.

3. Diversity

The Community Foundation believes that a community's strength lies in its diversity. It commits its resources in ways that signal to groups with diverse cultures, philosophies and experiences that they are welcome partners in its efforts. It seeks grantees and partners that incorporate diversity into their missions and operations, striving to encourage diverse governance boards, work force, partner organizations and served constituencies. To that end, diversity will be an important consideration in the evaluation of requests for Community Foundation funding.

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WHAT MAKES A SUCCESSFUL PROPOSAL?

While this list is not exhaustive, the Board considers applications with the following criteria in mind:

► **Organization**

- Establishes why it is the best organization to implement the proposed project
- Clearly demonstrates an ability to accomplish the proposed activities
- Fosters collaborative approaches and diverse civic participation in conducting its work
- Promotes mutual trust and reciprocity amongst the various stakeholders in its work
- Is in good fiscal condition

► **Project**

- Demonstrates a vital community need and shared support for the proposed approach to the problem
- Will have a significant, sustainable impact on the community need
- Has a clearly outlined project plan and accompanying activities
- Identifies achievable, measurable outcomes and includes a deliberate plan for evaluating them
- Secures other sources of financial and in-kind support
- Is viable in the long term and shows a plan for acquiring future funds

ADDITIONALLY...

- The Community Foundation may award funds for up to 10% of administrative costs that supports projects that are programmatic in nature.
- The Community Foundation typically awards grants for project budgets covering a one-year timeframe. In appropriate circumstances, the Foundation will consider applications with budgets beyond twelve months.

WHAT ABOUT CAPITAL PROJECTS?

Capital projects are defined as proposals that seek funding to purchase or construct a new facility, renovate or add to a current facility, or purchase equipment with an expected useful life of at least three years.

For capital campaigns that seek to raise \$1 million or more, the Community Foundation will award no more than 10% of the total campaign goal, and grants will not exceed \$150,000. Funding for smaller projects will be assessed on a case by case basis.

Additionally, please note that in general:

- Grant applications will not be considered for capital campaigns with a goal of \$1 million or more until at least 50% of the total campaign goal has been raised.
- The Community Foundation does not award grants for permanent renovations to buildings or properties that are not owned by the applicant. That being said, the Foundation encourages innovation and cross-sector collaboration. Please speak with staff if your organization is engaged in a unique and sustainable partnership with the owner of the property in question.
- The Community Foundation strongly encourages and prefers capital projects that are environmentally sustainable.

The above options are not appropriate for all proposals or applicants. If considering either, please discuss your plans with program staff during your initial meeting with the Community Foundation.

WHAT TYPES OF PROJECTS ARE NOT SUPPORTED?

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

- Annual operating budgets, except when it is "seed" or "bridge" funding
- Endowments
- Religious purposes
- Loans or assistance to individuals
- Medical or academic research (except where directed by a donor)
- Activities that occurred before the Community Foundation's decision date

HOW DO YOU SUBMIT A PROPOSAL?

Prospective applicants are **strongly encouraged** to discuss their grant request with Community Foundation staff before beginning the application process. Please telephone the Community Foundation office (315/422.9538) for assistance or to arrange an appointment.

During the review process, Community 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. ***Please submit only one single-sided 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 Community Foundation does not accept faxed applications. ***Applications must be received or postmarked 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 Community 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 necessarily reflect the worthiness of a particular project. The Community 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 Central New York Community Foundation is interested in the impact of its grantmaking to area not-for-profit organizations and the community.

All grant recipients are required to provide the Community 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 grantmaking process or attend a sharing session with other grantees.

PUBLICITY AND MEDIA COVERAGE

The Community 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, Community Foundation staff can offer assistance in this area. The Community Foundation appreciates photographs of funded projects to use in its publications.

CONTACT FOR MORE INFORMATION

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

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APPLICATION PACKET CHECKLIST



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

a. Application

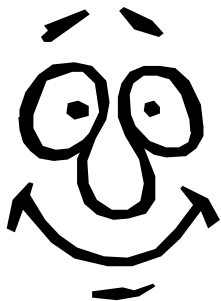
- Signed coversheet
- Narrative
- Financial history
- Proposed project budget
- Budget explanation

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 Form 990 as filed with the IRS
- Most recent fiscal year-end financial statements, audited if available:
 - Audit for most recently completed fiscal year OR
 - Balance Sheet (Statement of Financial Position) AND
 - Statement of Support and Expenses (Statement of Activities)
- Current year operating budget (Projected Support and Expenses)
- Fiscal year-to-date financial statements:
 - Balance Sheet (Statement of Financial Position) AND
 - Statement of Support and Expenses (Statement of Activities)
- Letters of support are required if other organizations or individuals are integral to the completion of the project
- Brochures or newspaper clippings (*optional*)

WAIT...

- Did you discuss your request with Community Foundation staff?



You are all set then!!

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GRANT APPLICATION



CENTRAL NEW YORK
COMMUNITY
FOUNDATION, INC.

please submit one copy of the completed application

ORGANIZATIONAL INFORMATION

organization name _____
address _____
telephone _____ fax _____
email _____ web _____
contact person _____
position _____

PROJECT INFORMATION

Is this a capital project? yes no
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 Central New York Community 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.
- ◆ To maintain detailed records pertaining to the use of the Foundation's funds for at least three years, and to respond to any written requests from the Foundation for a detailed post-grant review. Additionally, financial and programmatic files should be made available to Foundation staff with sufficient notification.
- ◆ 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

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PROJECT NARRATIVE

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:

- Provide a brief description of your organization’s history, mission and key programs. Also include numbers of people served annually.
- Describe relationships with other organizations providing similar services.
- What do 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 diversity objectives, if you have not already done so?

B. THE FUNDING REQUEST

Please describe the proposed project addressing the following where applicable:

Part One: Need Statement And Outcome Measurement

- Describe the community need your project is addressing as well as the target population to be served.
- How was the need identified? Why is your agency most suited to addressing this need?
- How will this project contribute to community building? (refer to the guidelines)
- What are your expected outcomes (both quantitative and qualitative)? Use the table below to show how the outcomes will be measured:

| Outcomes | Related Action Steps | Outcome Measures |
|---|---|---|
| <i>Example</i> <ul style="list-style-type: none"> ○ At least 10-15 youth will participate in the program ○ 90% of youth will demonstrate increased knowledge of urban forestry ○ Youth will plant at least 40 street trees ○ 80% of youth will rate their experience highly | <ul style="list-style-type: none"> ○ Recruitment activities ○ Educational sessions on tree biology, species, planting ○ Actual tree planting ○ Species inventory exercise | <ul style="list-style-type: none"> ○ Numbers of participants ○ Pre and post-test on knowledge of tree biology, species, planting, etc. ○ Number of trees planted ○ Nature and quality of products and presentations completed by youth ○ Peer, self and program evaluations and work performance evaluation at project’s end |

If you are having trouble with the outcomes question, please contact the Community Foundation.

Part Two: Program Description

- Describe the project plan and activities.
- How does this project relate to existing programs within your agency and in the community at large?
- Who was involved in the planning and design of the project?
- What is your timetable and anticipated length of the project?
- What other funding sources does this project have? How will your project be impacted if the full funding required is not secured?
- Describe your sustainability plan. How will continuation of the project be funded?

(Please Turn Over)

C. CAPITAL PROJECT REQUESTS

If you are requesting support for a capital project, please answer the questions below:

- Will this project increase or decrease your operational costs? If increase, how will you fund the added costs of the project in future?
- Cite considered alternatives to this project and reasons for rejecting them.
- If you are undertaking any efforts to ensure that your project is environmentally friendly and sustainable, please explain.
- Indicate the status of any required regulatory approvals, as appropriate.
- For capital campaigns that seek to raise \$1 million or more:
 - Please describe the campaign plan.
 - Is there a strong connection between the capital campaign/project and your organization's current strategic plan? Please explain.
 - What percent of your organization's direct governing Board has made a financial contribution to the capital campaign?
 - Have you conducted a feasibility study to evaluate community support for your organization and the capital campaign? If so, please describe your findings.

D. ATTACHMENTS

In addition to the application forms, please include the following 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 Form 990 as filed with the IRS
- Most recent fiscal year-end financial statements, audited if available:
 - Audit for most recently completed fiscal year OR
 - Balance Sheet (Statement of Financial Position) AND
 - Statement of Support and Expenses (Statement of Activities)
- Current year operating budget (Projected Support and Expenses)
- Fiscal year-to-date financial statements:
 - Balance Sheet (Statement of Financial Position) AND
 - Statement of Support and Expenses (Statement of Activities)
- Letters of support are required if other organizations or individuals are integral to the completion of the project
- Brochures or newspaper clippings (*optional*)

FINANCIAL HISTORY

MOST RECENT FULL FISCAL YEAR ENDING ___ / ___ / ___

(in whole dollars)

AUDITED

UNAUDITED

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.*

**PLEASE MAKE SURE THAT THE INFORMATION PROVIDED ON THIS FORM
CORRESPONDS WITH THE FINANCIAL DOCUMENTATION PROVIDED IN THE
ATTACHMENTS**

PROPOSED PROJECT BUDGET & EXPLANATION

1) PROPOSED PROJECT BUDGET (in whole dollars)

Please complete the following budget table, and include all sources of income for the proposed project.

| EXPENSE ITEM DESCRIPTION | SUPPORT FROM YOUR AGENCY* | + | SUPPORT FROM OTHER FUNDERS | + | REQUESTED FROM CNYCF | = | TOTAL |
|--------------------------|---------------------------|---|----------------------------|---|----------------------|---|----------------------------|
| | | + | | + | | = | |
| | | + | | + | | = | |
| | | + | | + | | = | |
| | | + | | + | | = | |
| | | + | | + | | = | |
| | | + | | + | | = | |
| | | + | | + | | = | |
| | | + | | + | | = | |
| | | + | | + | | = | |
| | | + | | + | | = | |
| TOTAL | | + | | + | | = | PROJECT TOTAL \$ |

* include revenues generated by program and agency in-kind contributions.

2) BUDGET EXPLANATION

On an additional page, please provide a detailed breakdown of the total for each expense item request, even if items are being provided by another funding source.

For example, if the expense item description is "Printing" and the total for that item is \$300, you should provide a breakdown that says: Printing = 10,000 copies @ \$.03/copy = \$300

3) OTHER FUNDERS

On the separate page you have for the budget explanation, please list other funders and the support they are providing, including in-kind contributions. Indicate status of the funding (whether pending or secured).

4) CAPITAL EXPENDITURE

If you are requesting support for a *capital expenditure*, please include **price quotes from 3 vendors**. A capital expenditure is any piece of work or equipment that you are getting from an outside source that exceeds \$500 in value. If you have three or more capital expenses, (ie: a stove, a freezer and a refrigerator) please provide a one-sheet price comparison to precede the actual quote documentation.