

**CAYUGA COMMUNITY FUND  
500 South Salina St., Ste. 428  
Syracuse, NY 13202  
(315) 422-9538 extension 224  
danielle@cnycf.org**

TO: Organizations seeking grants from the Cayuga Community Fund

FROM: Cayuga Fund Leadership Council

**RE: APPLICATION GUIDELINES AND SUBMISSION DATES**

We are very pleased to announce a new grant opportunity for Cayuga County nonprofits! In this inaugural year of the *Cayuga Community Fund* we anticipate making \$25,000 in grants with an award ceiling of up to \$5,000 each for projects that directly benefit the communities within Cayuga County. Please review carefully the grant guidelines and instructions that are included.

The Leadership Council to the Cayuga Community Fund accepts grant proposals that are received by its deadlines on **March 31<sup>st</sup> and September 30<sup>th</sup>** of each year. You will be notified of the Leadership Council's decision within six weeks of the deadline date.

Please submit one copy of your proposal utilizing the attached forms, one copy of your IRS Letter of Determination showing your tax-exempt status under section 501(c)(3) and one copy of a list of Board of Directors.

Proposals may be sent to:

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

Once again, thank you for your interest in the *Cayuga Community Fund*.

**GRANT APPLICATION GUIDELINES**

The following guidelines are designed to furnish you -- the grant-seeker -- with the information necessary to apply for a Cayuga Community Fund 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 Cayuga County, funding available for disbursement and the quality of planning, leadership, support and vision expressed in the application.

An unsuccessful application does not reflect the worthiness of a particular project. Often more requests are received than can be funded.

Please send only requested information. The Fund does not accept faxed applications.

***Applications must be received by the stated deadline dates.***

### **Who Is Eligible To Receive A Grant?**

The Cayuga Community Fund provides grants to tax-exempt, nonprofit organizations that reside within Cayuga County and are so certified by the Internal Revenue Service. Grants must directly benefit the residents of Cayuga County.

The Fund 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. An individual grant request cannot exceed **\$5,000**.

### **What Types Of Projects Does The Fund Support?**

The Leadership Council looks for innovative programs that address problems to be solved, or opportunities to be seized, in Cayuga County. We invite proposals that:

- suggest practical approaches to community problems
- promote cooperation among agencies without duplicating services
- generate community support, both professional and volunteer
- strengthen an agency's effectiveness or stability
- address prevention as well as remediation

### **What Types Of Projects Are Not Supported?**

The Leadership Council will not make grants for:

- annual operating budgets
- endowments
- sectarian purposes
- loans or assistance to individuals
- medical or academic research

### **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, indicating their support for the project, and their willingness to oversee the grant finances

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

### **Publicity and Media Coverage**

The Cayuga Community Fund will generally issue a press release about grant awards immediately after the awards are announced. Agencies are also asked to provide their own publicity after receiving a grant. The Cayuga Community Fund would appreciate photographs of funded projects to use in its publications.