



Fund for Women
at the Community Foundation of Elmira-Corning and the Finger Lakes
2012 GUIDELINES FOR INDIVIDUAL GRANTSEEKERS

WHAT IS THE FUND FOR WOMEN'S GRANTMAKING STRATEGY?

The Fund for Women at the Community Foundation of Elmira-Corning and the Finger Lakes provides a vehicle for individuals, families, companies and organizations to invest in the future of women and girls. **The mission of the fund is to help girls and women achieve economic self-sufficiency and realize life goals through funds and programs in the areas of education, health, wellness, career and life skills.**

WHO MAY APPLY?

Priority will be given to female applicants (of any age) living in the greater Southern Tier (Chemung, Schuyler, Steuben and Yates counties).

2012 FOCUS AREA:

Grants will be awarded exclusively for educational purposes. The maximum amount for an individual grant in each year is \$500.

HOW DO I APPLY?

If you are interested in being considered for a grant from the *Fund for Women*, please send a letter **no longer than one page in length** requesting funds that highlight:

- An overview of your educational plans
- Examples of how you plan to use the grant money toward educational expenses

Also include:

- Copy of your most recent tax return. If you are a dependent of a parent/legal guardian, please provide a copy of their most recent tax return.
- Two letters of recommendation.

All information on the application will be kept confidential.

WHEN SHOULD I APPLY?

The Fund for Women Grantmaking Committee accepts applications annually.

Applications must be postmarked by March 1, 2012 to be considered.

WHERE SHOULD I SEND MY APPLICATION?

Please send your **data intake sheet, financial information/certification, letter of application, tax return and two letters of recommendation** to:

Fund for Women

Community Foundation of Elmira-Corning and the Finger Lakes, Inc.

Attention: Sara Palmer

301 South Main Street

Horseheads, NY 14845

Or by email to sep@communityfund.org

Feel free to contact the Program Officer at 739-3900 or sep@communityfund.org if you have questions.

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ABOUT THE COMMUNITY FOUNDATION

The Community Foundation is a public charity that encourages funding requests from non-profit organizations whose programs:

- Offer creative responses to the community's most pressing needs and concerns;
- Are preventative and farsighted rather than remedial;
- Maximize the impact of relatively modest grants;
- Increase access and opportunities for people from low-income or underserved segments of the community;
- Involve cooperation or collaboration among program providers.

FREQUENTLY ASKED QUESTIONS

How much money can I apply for?

You can apply for up to \$500 to the Fund for Women.

When do I have to get my application in?

Applications must be postmarked by March 1st to be considered.

What kinds of things does the Fund for Women give grants for?

Grants will be awarded exclusively for educational purposes. Examples for what you can apply for are course books/supplies, transportation expenses (i.e. bus pass), paying for a uniform, or, etc. If you have a particular question about what a grant can be used for, please email sep@communityfund.org.

How old do you have to be to get a grant from the Fund for Women?

Any woman or girl may apply for a grant regardless of age.

Where do I send my application?

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Fund for Women
Community Foundation of Elmira-Corning and the Finger Lakes, Inc.
Attention: Sara Palmer
307 B East Water Street
Elmira, NY 14901

Whom should I ask to write my letters of reference?

Your reference letters should be written by someone who knows you well. This could be a guidance counselor, your pastor, the neighbor you rake leaves for, your high school, college advisor or professor, employer, the person you babysit for, etc. Preferably someone who likes you a lot! ☺ However, letters should not be written by family members.



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2012 DATA INTAKE FOR INDIVIDUAL GRANTSEEKERS

Please complete this form and attach it to your one-page grant request.

Date: _____

Name: _____

Mailing Address: _____

City/State/Zip: _____ County: _____

Phone: _____ Email: _____

Amount Requested: _____ (Individual requests cannot exceed \$500)

Have you ever applied for funding through the Fund for Women? Yes ___ No ___

If yes, when? _____ Did you receive an award? _____

How did you hear about this grant opportunity?

Guidance office ___ FFW Website ___ Newspaper ___ Email ___ Other _____

If you are awarded a grant by the Fund for Women, would you be willing to share your story either in person or in print? (Yes or No) _____

If you are awarded a grant by the Fund for Women, do you give us permission to use any photos taken of you for publicity purposes? (Yes or No) _____

Field of study you plan to pursue: _____

Ethnicity (optional):

There are two grants available for women/girls who identify as a minority and intend on pursuing engineering/science.

[] African American

[] Hispanic/Latino

[] Asian

[] Native American

[] Caucasian/White

[] Other _____

Name of institutions to which you have applied or where you are currently enrolled:

Please put an "A" for accepted or "P" for pending after each school listed. If you know what school you will be attending please indicate so.

What are your career goals?

Please indicate any unusual family or personal circumstances you feel warrant attention:

(i.e. illness, loss of employment, financial hardships, one of several siblings financially dependent, parents divorced, etc.)

FINANCIAL INFORMATION/CERTIFICATION

*** Signatures are required***

Please submit a copy of yours or your parent's/legal guardian's most recent completed tax return. If they file form 1040 enclose the first 2 pages of that return. If they file a schedule C, please include a copy of that also. If last year's return is not ready, submit the previous year's return.

I hereby affirm that the information on this form is true and complete to the best of my knowledge. I am aware of the conditions under which the awards are made and promise to inform the Community Foundation of Elmira-Corning and the Finger Lakes, Inc. of any change in circumstances or any additional aid received.

I understand that tax return forms provide information to be used in the consideration of finalists for awards made by the Fund for Women at the Community Foundation of Elmira-Corning and the Finger Lakes, Inc. Foundation staff considers family size and annual income in order to assign a financial need code. The information submitted is held in strictest confidence, is only seen by the staff at the Community Foundation and shredded after recipients have been chosen.

I hereby authorize the Community Foundation of Elmira-Corning and the Finger Lakes, Inc. to share my financial need code with members of the Fund for Women Grants Committee however, specific tax information will not be shared.

Applicant's Signature

Parent or Guardian's Signature

Date _____

Date _____

Return to:

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Community Foundation of Elmira-Corning and the Finger Lakes, Inc.
Attention: Sara Palmer
301 South Main Street
Horseheads, NY 14845

Questions: Sara Palmer at sep@communityfund.org or 607-739-3900.

****Notification will be announced by May 1, 2012.***