



Fund for Women
at the Community Foundation of Elmira-Corning and the Finger Lakes, Inc.
2012 GUIDELINES FOR NONPROFIT 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.**

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.

WHO MAY APPLY?

Applicants must be registered 501(c)(3) organizations. The Fund for Women's geographic area is defined as the greater Southern Tier (Chemung, Schuyler, Steuben, and Yates counties).

Proposals from faith-based organizations will only be considered if: (1) service benefits all, regardless of religion; (2) service provided is not religious in nature; and (3) there is no proselytizing associated with the service.

2012 FOCUS AREA:

The Fund for Women will accept proposals from organizations that focus on promoting the education and/or health of women and girls.

WHAT ACTIVITIES ARE *NOT* ELIGIBLE FOR FUNDING?

Organizations may not submit more than **one** application for funding at a time. The Fund for Women generally does **not** make grants for the following:

- Annual campaigns, special event fundraisers or sponsorships
- Religious purposes
- Political or partisan purposes
- Activities taking place before grant decisions are made
- Trips for schools or clubs
- Deficit funding or debt retirement

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 submit applications **by mail** to:
Fund for Women
301 South Main Street
Horseheads, NY 14845

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

General Instructions

Guidelines for Presentation

Submit **5 complete, collated copies** of all required materials
Submit **2 copies of latest IRS 990 form.**
Use 8½ x 11 standard paper
Number all pages
Do not use type face smaller than 11 points
Include your organization's name on every page
Provide materials in the order requested with the appropriate headings

Application Materials and Instructions

All applications must include the following sections. We appreciate clarity and brevity in your responses.

1. Data Intake Sheet (attached)

Please complete all sections
This may be printed in blue or black ink or typed
Feel free to scan and/or reproduce

2. Project /Program Description

Using no more than 4 single-sided pages, describe your funding need.
The following items must be addressed:

1. A description of the activity or service and how it relates to the organization's mission. For technology support, describe how the technology will improve program delivery for your organization.
2. The process and timeframe for developing the project/program or purchasing the equipment.
3. A list of the key staff, board members, consultants, and service providers involved in the project. Briefly describe their roles.
4. Identify external support from the community. Include any in-kind support related to this application.
5. If applicable, identify target audiences and special populations to be served.
6. A description of how the project/program will be announced to the community.
7. Evidence that the program/project or technology purchase will be evaluated and measurable outcomes will be set.

3. Project Budget (attached)

Please complete all sections
This may be printed in blue or black ink or typed
Feel free to scan and/or reproduce

4. Support Materials

Names of current board of directors and their occupations
If filed, latest copy of the organization's IRS 990 form.* **(2 copies only)**
IRS Employer Identification Number (EIN) Certificate
3 References – please include name, title, relationship to the organization, and contact information
Detailed copy of the latest annual operating budget
Resumes of key project personnel and contractors
Other support materials, such as brochures, DVD's, etc.

*Programs with budgets totaling less than \$25,000 annually are legally exempt from this filing.



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2012 DATA INTAKE FOR NONPROFIT GRANTSEEKERS

Date: _____

Agency: _____

Name/Title of Administrator: _____

Mailing Address: _____

City/State/Zip _____

Agency Phone: _____ Fax: _____

Email: _____ Website: _____

Contact Person

Name/Title: _____

Email: _____ Phone: _____

Program Name: _____

Amount Requested (round to the nearest \$50): _____

Has your agency ever applied for funding through the Fund for Women? Yes ____ No ____

If yes, when? _____ Was your grant application funded? _____

Program Description: (150 words or less. This section is required.)

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2012 PROJECT BUDGET FOR NONPROFIT GRANTSEEKERS

Applicant: _____

Project: _____ Date: _____

SECTION ONE – PROJECT INCOME

Funding Sources List each actual and/or anticipated source of funding for this project ONLY.	Amount (round to the nearest \$50)	Check one	
		Funds committed	Funds requested
Fund for Women Grant Box 1			✓
Total Project Income Box 2	\$		

SECTION TWO – PROJECT EXPENSES

Expense Items List expenses for this project. On a separate page, provide brief descriptions of any items that are not self-explanatory.	Amount (round to the nearest \$50)	Amount of item to be funded by Foundation grant (round to the nearest \$50)
Total Project Expense	\$	\$

Should match Box 2 Should match Box 1

If the Community Foundation is your only funding source, why haven't you or are you considering additional sources of funding?

If this project is ongoing, what is your plan for sustainability?