



Community Foundation of Elmira-Corning and the Finger Lakes Community Grant Program: 2012 Guidelines for Grantseekers

What is the Community Foundation's grantmaking strategy?

Community Foundation of Elmira-Corning and the Finger Lakes, Inc. provides a vehicle for individuals, families, companies and organizations to invest in the future of the Chemung Valley community and its people. 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 located in and serving the citizens of Chemung and/or Southeastern Steuben counties, New York.

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.

NEW! Proposals from private schools (faith-based or other) that rely on a tuition-based model of revenue **are** eligible to apply. Characteristics of eligible grant funded programs/projects include and must demonstrate:

- open and accessible to the greater community
- open to all regardless of religious affiliation
- available to low-income or underserved students

In addition to the above characteristics, private institutions must demonstrate their commitment financially to serving low-income or underserved students by completing the **Operating Budget & School Demographics** form.

What activities are not eligible for funding?

Organizations may submit **one** application for funding per cycle. The Community Foundation generally does not make grants from unrestricted funds 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
- Individuals (except through scholarships for education)

When should I apply?

The Foundation accepts applications twice per year. Organizations submitting a proposal for \$5,000 or more in funding must submit a letter explaining the program to be funded and the amount requested – a letter of intent – four weeks before the application deadline. An electronic letter of intent form is available at our website, www.communityfund.org.

Letters and applications must be postmarked by the following dates to be considered:

Letter of Intent Deadlines	Application Deadlines	Notification
March 1, 2012	April 1, 2012	mid-June 2012
August 1, 2012	September 1, 2012	mid-November 2012

Where should I send my application?

Please submit applications **by mail** to: Community Foundation of Elmira-Corning and the Finger Lakes, Inc.
301 South Main Street
Horseheads, NY 14845

Feel free to contact the Program Officer at 734-6412 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
Do not use binders, folders, or binder clips
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 or W-9
3 References – please include name, title, relationship to the organization, contact info.
Detailed copy of the latest annual operating budget
Resumes of key project personnel and contractors
At least two quotes for building renovations/repairs
Other support materials such as brochures, CDs, DVDs, etc.

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



PROJECT BUDGET FORM

Applicant: _____

Project: _____ Date: _____

SECTION ONE – PROJECT INCOME

Funding Sources		Check one	
List each actual and/or anticipated source of funding for this project ONLY.		Amount (round up to the nearest \$50)	Funds committed Funds requested
The Community Foundation 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 up to the nearest \$50)	Amount of item to be funded by Foundation grant (round up 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 considered additional sources of funding?

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

Operating Budget & School Demographics

MOST RECENT full fiscal year ending __/__/__

Number of Students Enrolled Current Fiscal Year:

Number of Students Enrolled Previous Fiscal Year:

	Early Childhood	Elementary K-6	Middle 7-8	Secondary 9-12
Grade Span (check all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Revenues (in whole dollars)	
tuition	\$ <input type="text"/>
fees	\$ <input type="text"/>
individual contributions	\$ <input type="text"/>
corporate/foundation	\$ <input type="text"/>
government grants	\$ <input type="text"/>
program generated	\$ <input type="text"/>
subsidies	\$ <input type="text"/>
other (please specify)	\$ <input type="text"/>
other (please specify)	\$ <input type="text"/>
Total Revenues	\$ <input type="text"/>

Expenses (in whole dollars)	
program	\$ <input type="text"/>
instructional	\$ <input type="text"/>
administration	\$ <input type="text"/>
fundraising	\$ <input type="text"/>
scholarship aid	\$ <input type="text"/>
other (please specify)	\$ <input type="text"/>
Total Expenses	\$ <input type="text"/>

Student & School Demographics	
# of girls enrolled	<input type="text"/>
# of boys enrolled	<input type="text"/>
# of High School Graduates	<input type="text"/>
% of students from Chemung County	<input type="text"/>
% of Students from Steuben County	<input type="text"/>
% of Students from Schuyler County	<input type="text"/>
% of Students from other County (ies)	<input type="text"/>
% of Students receiving financial assistance	<input type="text"/>

Please list any non-profit organizations that use the school building and the frequency:	
Name	Frequency (i.e. # of times per week/month/year)
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Please list any community service opportunities students routinely engage in outside of school :