



Keuka Area Fund
Guidelines for Grantseekers
2012

What is the Keuka Area Fund's grantmaking strategy?

The Keuka Area Fund at the Community Foundation of Elmira-Corning and the Finger Lakes provides a vehicle for individuals, families, and businesses to invest in the residents of the communities surrounding Keuka Lake and to protect the physical environment of the region. 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;
- Maximize the impact of 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. **Only projects serving the citizens of Bradford, Prattsburgh, Pulteney, Urbana, Wayne, Wheeler and/or Yates County will be considered.**

Organizations may not submit more than **one** application for funding at a time.

The Keuka Area Fund does not make grants for the following activities:

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

When should I apply?

The Keuka Area Fund grantmaking committee accepts applications annually. Applications must be postmarked by **August 21, 2012** to be considered. Grant decisions will be announced in late September 2011.

Where should I send my application?

Please submit applications to: Keuka Area Fund
Community Foundation of Elmira-Corning and the Finger Lakes
301 South Main Street
Horseheads, NY 14845

Feel free to contact the Program Officer at (607) 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
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.**

The Keuka Area Fund PROJECT BUDGET FORM

Applicant: _____

Project: _____ Date: _____

SECTION ONE – PROJECT INCOME

Funding Sources List each actual and/or anticipated source of funding for this project ONLY.			Check one
	Amount (round up to the nearest \$50)	Funds committed	Funds requested
The Keuka Area Fund 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?