COMMUNITY FOUNDATION
OF ELMIRA-CORNING AND THE FINGER LAKES, INC.

Community Grant Program – General Operating Support Grants

301 SOUTH MAIN STREET | HORSEHEADS, NEW YORK 14845 | 607-739-3900| WWW.COMMUNITYFUND.ORG

The following guidelines have been designed to help make applying for a grant from the Community Foundation as straightforward as possible. Each proposal will be reviewed by a panel of community members and approved by the foundation's Board of Directors. Awards will be determined based on the proposal's value to the residents and communities in the Southern Finger Lakes, availability of funding, and quality and vision presented in the application.

ABOUT GENERAL OPERATING SUPPORT GRANTS

The Community Foundation General Operating Support (GOS) grant program is a **one-time** opportunity to provide nonprofits that have been impacted by COVID-19 with unrestricted funding to achieve their missions. GOS grants are flexible and allow funds to support an organization's ongoing administrative and infrastructure costs and to maintain existing, effective programs.

Characteristics of successful applications include: a clear vision of the organization's role in making a difference in the community, a demonstration of effectiveness through the investment of time and personnel in measuring and planning for success.

Organizations may request up to 10% of the organization's last completed fiscal year's expenses for each 12-month period (up to $30,000 per year) and will be awarded 24 months. Each grantee will be asked to identify annual goals and to report on progress and challenges every 12 months.

WHO IS ELEGIBLE TO RECEIVE A GRANT?

Nonprofit organizations that meet the following requirements are eligible to apply for a General Operating Support grant:

- Located in and providing services within Chemung and/or SE Steuben Counties.
- Classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S.
- A minimum five-year operating history after the date of receipt of its 501(c)(3) classification.
- Annual operating expenses greater than $50,000 as reflected in the most recently filed I.R.S. Form 990.
- Applied for a Community Grant Program grant within the last five years.
- Successfully completed the scope of work defined in prior grant application(s) and have submitted any follow-up report due.
- Have at least one full-time paid employee (employed by the organization and working at least 35 hours per week).

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WHAT MAKES A SUCCESSFUL PROPOSAL?

While this list is not exhaustive, the Foundation considers applications with the following criteria in mind:
- Clearly demonstrates an ability to accomplish the proposed recovery plan
- Fosters trust and collaborative civic participation in addressing a vital community need
- Has a clearly outlined plan
- Secures other sources of financial and in-kind support
- Is viable in the long term and shows a plan for acquiring future funds

WHAT TYPES OF PROJECTS ARE NOT SUPPORTED?

The Community Foundation, as a rule, does not make grants for:
- * Religious purposes
- Political or partisan purposes
- Loan reimbursements for capital projects already underway or completed
- Trips for schools or clubs
- Retroactive expenses or activities that occur before the Community Foundation's decision deadline

APPLICATION SUBMISSION

Prospective applicants are **strongly encouraged** to discuss their grant request with the Community Foundation staff before beginning the application process.

Organizations applying for funding are required to use the Community Foundation 's online application system.

The following must be submitted to the online application system:
- Letter of Intent
- Application Form
- Budget and Expense Form
- Application Support Materials & Attachments

Only organizations with successfully submitted and accepted Letters of Intent can begin the application.

If you are a private school or your project is funded in part by tuition, you must complete and upload the operating budget and school demographics form, also a fillable PDF.

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*More on private schools and faith-based organizations
Characteristics of eligible grant funded programs include and must demonstrate that they are:
- open and accessible to the greater community
- open to all regardless of religious affiliation
- open and available to low-income or underserved students/participants

NOTICE OF GRANT DECISION
Applicants will be notified of approval or declination by letter following the Community Foundation's Board of Directors meeting.

An unsuccessful application does not reflect a judgment about the worthiness of a particular project. The Community Foundation routinely receives more requests than it can fund. If your request is denied, we encourage you to contact the Director, Grants and Communications to discuss specific reasons.

DEADLINE & DECISION SCHEDULE

Letter of Intent Deadline	Application Deadline	Notification
June 1	July 1	August

Grant applications must be submitted by the date stated above. Acknowledgments will be emailed to applicants following receipt of their proposals.

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EVALUATING GENERAL OPERATING SUPPORT GRANTS

The Community Foundation is interested in the impact of its grantmaking. Your results will be summarized with those of other grantees to help the Foundation understand the overall impact of our grantmaking.

All grant recipients are therefore required to provide the Community Foundation with a year-end follow-up report. Reports should detail how dollars were expended and what outcomes were achieved.

APPLICATION SUPPORTING DOCUMENTS CHECKLIST

a. Please make sure you have discussed your request with Community Foundation staff. Applications and attachments can be submitted through the online application portal at
www.communityfund.org/community-grants

b. Attachments (**these materials must be uploaded through the online application portal)**

- ❑ IRS Letter of Determination or W-9
- ❑ List of your Board of Directors and their Occupations
- ❑ Mission Statement and Policy Statement on Nondiscrimination
- ❑ Current year operating budget (Projected Support and Expenses)
- ❑ School Demographics Budget if you are a private or tuition based school
- ❑ Other Supporting Documents - Brochures or newspaper clippings *(optional)*
- ❑ Letters of support *(optional)*

FOR MORE INFORMATION:

Any questions regarding the grant application process should be directed to the Foundation's grant department:

Sara Palmer   sep@communityfund.org   607-739-3900

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