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

Community Grant Guidelines

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 easy. Each proposal will be reviewed by a panel of community members and formally approved by the foundation's Board of Directors. Awards will be determined based on the proposals value to the residents and communities in the Southern Tier, availability of funding, and quality and vision presented in the application.

COMMUNITY FOUNDATION GUIDING PRINCIPALS FOR GRANTMAKING

- The Community Foundation builds community and inspires philanthropy. We support creative, effective and innovative programs in the areas of human services, arts and culture, education and youth, health, the environment and civic affairs. Successful projects will address community needs while demonstrating sustainable impact and measurable outcomes.
- We strive to create healthier conditions for people in our community by collectively improving and/or developing them together.
- Funded programs will provide clearly stated goals for the incorporation of diverse cultures, philosophies and experiences. Diversity is present not only in program delivery but also in the mission, boards, and operations of the organization
- The voices of the underserved and economically diverse are important, and programs designed to foster access for community connections are preferred.

ABOUT COMMUNITY GRANT PROGRAM – PROGRAM GRANTS

The Community Foundation funds a wide variety of programs and projects across all program areas and typically awards grants covering a one-year time frame. Organizations may request an amount between $2,000 and $20,000. Most grants fall into three categories:

- *Program or Direct Service Grants* – for costs associated with implementation of the program
- *Capital Grants* – for costs related to building construction, building renovation or capital equipment
- *Organizational Development and Capacity Building Grants* - for costs related to activities such as strategic planning, board development, program planning, performance management and evaluation, succession planning or marketing and communications. Other organizational capacity areas under this category include business planning, fund development, facility planning and management systems (financial, HR, technology)

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WHO IS ELEGIBLE TO RECEIVE A GRANT?

The Community Foundation supports a wide variety of nonprofits but does restrict itself to organizations:

- 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.; or publicly supported organizations such as school districts and municipalities
- Successfully completed the scope of work defined in prior Community Foundation grant application(s) and have submitted any follow-up report due

WHAT TYPES OF PROJECTS ARE NOT SUPPORTED?

The Community Foundation, as a rule, does not make grants for:

- Annual campaigns, special event fundraisers or sponsorships
- Endowments
- Religious purposes
- Political or partisan purposes
- Loan reimbursements for capital projects already underway or completed
- Assistance to individuals
- 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.

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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.

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.

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)**

- ❑ List of your Board of Directors and their Occupations
- ❑ Mission Statement and Policy Statement on Nondiscrimination
- ❑ Community Foundation Program/Project Budget Form for the grant you are requesting
- ❑ Current year operating budget (Projected Support and Expenses)
- ❑ School Demographics Budget if you are a private or tuition based school

- ❑ Two vendor quotes (for capital expenditure requests only)
- ❑ Other Supporting Documents - Brochures or newspaper clippings *(optional)*
- ❑ Letters of support *(optional)*

WHAT MAKES A SUCCESSFUL PROPOSAL?

While this list is not exhaustive, the Foundation considers applications with the following criteria in mind:

❑ *THE ORGANIZATION*

- Establishes why it is the appropriate organization to implement the proposed project
- Clearly demonstrates an ability to accomplish the proposed activities
- Fosters collaborative approaches and diverse civic participation in conducting its work
- Promotes mutual trust and reciprocity amongst the various stakeholders in its work
- Is in good fiscal condition

❑ *THE PROJECT*

- Demonstrates a vital community need and shared support for the proposed approach to the problem
- Will have a significant, sustainable impact on the community need
- Has a clearly outlined project plan and accompanying activities
- Identifies achievable, measurable outcomes and includes a deliberate plan for evaluating them
- Secures other sources of financial and in-kind support
- Is viable in the long term and shows a plan for acquiring future funds

EVALUATING PROGRAMS AND PROJECTS

All grant recipients are 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 by the project. You will be asked to compare the original outcomes and data collection methods that were listed in the application to actual outcomes and data collection methods that took place throughout the grant period.

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