



## Keuka Area Fund Grant Guidelines

301 SOUTH MAIN STREET | HORSEHEADS, NEW YORK 14845 | 607-739-3900 | [WWW.COMMUNITYFUND.ORG](http://WWW.COMMUNITYFUND.ORG)

The following guidelines have been designed to help make applying for a grant from the **Keuka Area Fund** at the Community Foundation easy. Each proposal is reviewed by a panel of community members and formally approved by the foundation's Board of Directors. Awards are determined based on the proposals' value to the residents and communities surrounding Keuka Lake, availability of funding, quality and vision presented in the application.

The Community Foundation is committed to the principles of trust-based philanthropy and advancing equity in our region.

### ABOUT THE KEUKA AREA FUND

The Keuka Area Fund 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 Keuka Area Fund is a competitive grants program in which applicants may seek grants of \$500 to \$4500.

### PROGRAM SUPPORT GRANTS

The Keuka Area Fund supports a wide variety of programs and projects across all program areas and awards grants covering a one-year time frame. 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)

### FUNDING PRIORITIES

We address the current needs of the community through a multiple avenue approach to correct the problems that exist and find creative solutions to avoid the problems in the future. The Community Foundation looks at the holistic needs in the community, including education, arts, infrastructure, animals, the environment, and wellness. Our priorities align with our values that we hope to model together with our nonprofit partners. Our priorities also guide the application review, so we encourage you to review this section as you develop your proposal.

- **Advance equity** - The voices of the underserved and economically diverse are important, and programs designed to foster access for community connections are a priority. Funded programs will provide clearly stated goals for the incorporation of diverse cultures, philosophies, and experiences. Diversity should be present not only in program delivery but also in the leadership, mission, boards, and operations of the organization.

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- **Community Impact** - We support organizations whose work is guided by clear goals for the growth of individuals and communities in the areas of human services, arts and culture, education and youth, health, animal welfare, the environment, and civic affairs.
- **Collaborate with community** – We strive to create healthier conditions for people in our community by collectively improving and developing them together. We believe in authentic community relationships.
- **Innovation and creativity** - We support promising solutions whose results may be unpredictable.
- **Sustainability** – We encourage proposals that will use awarded funds to strengthen their capacity and expertise to serve our most underserved.

### ELIGIBILITY

Eligible applications include 501(c)(3) public charities in good standing with the IRS, \*faith-based organizations, and government entities that serve Chemung and/or SE Steuben counties.

- **501(c)(3)** – 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
- **Location** – The organization must serve Steuben County residents living in towns and villages of Bradford, Prattsburgh, Hammondsport, Branchport, Pulteney, Urbana, Wayne, Wheeler, and/or Penn Yan. While we will give preference to local applicants, organizations do not have to be based in Steuben counties.
- **Compliance** – If you have a current grant through any Community Foundation program, you must have successfully completed the scope of work defined in prior grant application(s) and have submitted any follow-up report due.
- **Number of Applications** – Each applicant may submit one application.

### Approaches

We welcome proposals from organizations from across the spectrum including those providing direct services, advocacy, community organizing, and other approaches as appropriate. Priority will be given to organizations that:

- Are financially viable, have evidence of strong management and resource development capacity, and operate effective programs; and
- Can significantly impact targeted and/or underserved populations.

### Restrictions

As required by IRS rules, grant funds may not be used: a) to carry out lobbying activities b) for partisan political purposes c) to make a grant to an individual d) to support annual campaigns, special event fundraisers, sponsorships, or endowments e) for religious purposes f) for loan reimbursements for capital projects already underway or completed g) trips for schools or clubs or h) Retroactive expenses or activities that occur before the Community Foundation's decision deadline

### Grant Size

Awards range between \$500-\$4,500



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### APPLICATION PROCESS

**The application is due no later than August 21 at 5:30 p.m.**

Applicants should apply through the Community Foundation's online platform (Foundant Grant Lifecycle Manager). A link to the application can be found on the Community Foundation website at [www.communityfund.org](http://www.communityfund.org)

New applicants are strongly encouraged to discuss their grant request with Community Foundation staff before beginning the application process. If you are a previous grantee and will be applying for a new program, please contact our staff to discuss.

**Private schools and faith-based organizations** may apply for program support.

Characteristics of eligible applicants include and must demonstrate that their services and programs are:

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

### NOTICE OF GRANT DECISIONS

Applicants will be notified of approval or declination by letter following the Community Foundation's Board of Director's meeting, typically held in October.

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 Vice President of Programs to discuss specific reasons.

### CONNECT WITH US

Questions about applying for a grant, the grant application process and any other grant related questions should be directed to Sara Shaut, Vice President of Programs. [ses@communityfund.org](mailto:ses@communityfund.org). 607-739-3900

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

The Community Foundation of Elmira-Corning and the Finger Lakes, Inc. is a nonprofit organization classified as a publicly supported 501(c)(3) charity under the Internal Revenue Code. We are governed by a community-based, volunteer board of directors and administered by professional staff. We serve the counties of Chemung, Schuyler, Steuben, and Yates in the Southern Tier of New York State.

#### **Vision:**

A thriving and enriching community for all.



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### Mission:

Leveraging the power of philanthropy to create a great place to live, give, and thrive.

## KEUKA AREA FUND FREQUENTLY ASKED QUESTIONS

### What organizations are eligible to apply? Does location matter?

Eligible applications are all 501(c)(3) public charities in good standing with the IRS. Fiscally sponsored organizations are eligible. Priority is given to applications that serve community members living in the towns and villages surrounding Keuka Lake.

### Why does the foundation ask for Justice, Equity, Diversity, Inclusion + Belonging (JEDI+B) information?

The mission of the Community Foundation is to leverage the power of philanthropy to create a great place to live, give, and thrive for all people. It is critical that we address the inequalities and injustices within our organization and through our work in communities. The Community Foundation is committed to JEDI+B and we see an ongoing need to gather information and invite conversation with our grantees.

### How do I submit my application through the online platform?

Applicants should apply through the Community Foundation's online platform (Foundant Grant Lifecycle Manager). A link to the application can be found on the Community Foundation website at [www.communityfund.org](http://www.communityfund.org)

### What is the review and selection process?

Each application is first reviewed by the Vice President of Programs followed by a panel of community members. This ensures rich perspectives from people with personal and professional experiences. Grant reviews and ratings are made in consultation with the grant review panel. Successful applicants are formally approved by the foundation's Board of Directors.

### If awarded, will I get my full funding ask?

We often receive more applications than funding availability. While we do our best to fully fund many of the qualified and highly rated applications, we will award partial amounts as necessary.

### Will I be able to get feedback on a declined proposal?

Yes. Organizations are encouraged to contact the Community Foundation to discuss proposal feedback.

### If my organization receives a grant, what is the reporting process?

Organizations have at least one full year to complete program goals stated in their application. A final report is required from those organizations that received a grant of \$2000 or more after the one-year grant period.



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### Does my organization need to be a certain size to apply?

No. We welcome applications from organizations of all sizes that meet our eligibility criteria.

### Can I apply in partnership with another organization?

Yes. We encourage and welcome collaboration. The partners should select one nonprofit to serve as the lead applicant to the program. Any awarded funding will be paid out to the lead applicant organization to manage on behalf of the partners.

### What types of programs or work will you consider?

The Community Foundation funds a wide variety of programs and projects across all program areas including arts and culture, education and youth, the environment, community development and civic affairs, health and human services, and animal welfare.

### Can I apply for the same program applied for, or was funded for, last year?

Yes. We encourage all previous applicants with aligned work and goals to apply to the Keuka Area Fund regardless of previous funding outcomes.

### I have a current grant through another Community Foundation program. Can I still apply for a Community Grant?

Yes. We do not limit nonprofits to receiving funding from one grant program. You can apply to the Keuka Area Fund if your current grant(s) is in good standing and is for a different program.

### Does my program or approach need to be “new” to apply?

No. The Keuka Area Fund will support both new and existing work to advance our goals.

### Does my program need to have other funding to apply?

Additional funding is not required but encouraged even if it is shown as in-kind or potential funding. We do not require match funding.

### I am a college or university. Can I apply?

Yes. Colleges or Universities may apply for Keuka Area Fund grants.

### I'm a faith-based organization. Can I apply?

Yes. We welcome applications from faith-based programs that provide programs, services, or activities for the broader community that align with our mission and guidelines. However, we do not fund work focused on spreading a particular religious belief or that is limited to serving members of your organization.

### I'm a local government office. Can I apply?

Yes. Local government offices may apply for Keuka Area Fund grants.



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### How do I get in touch with the Foundation staff if I have more questions?

Organizations considering an application, especially first-time applicants, are encouraged to contact the Vice President of Programs to discuss your funding need, share your work, and answer any questions you may have,

*If you have unanswered questions after reviewing the guidelines and this FAQ, please reach out to Sara Shaut, Vice President of Programs, [ses@communityfund.org](mailto:ses@communityfund.org)*