



Keuka Area Fund

COMMUNITY FOUNDATION OF ELMIRA-CORNING AND THE FINGER LAKES

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 Keuka Area Fund at 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 surrounding Keuka Lake, availability of funding, and quality and vision presented in the application.

ABOUT THE KEUKA AREA FUND

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.

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.

WHO IS ELEGIBLE TO RECEIVE A GRANT?

The Keuka Area Fund supports a wide variety of projects but does restrict itself to organizations:

- located in or providing services to residents of Steuben County towns and villages of Bradford, Prattsburgh, Pulteney, Urbana, Wayne, Wheeler, and/or Yates County
- classified as nonprofit charitable organization under section 501(c)(3) of the IRS code; or publicly supported organizations such as school districts and municipalities
- who have submitted a grant evaluation for any completed program previously funded by the Community Foundation

WHAT TYPES OF PROJECTS ARE SUPPORTED?

The Keuka Area Fund funds a wide variety of programs and projects across all program areas. Most grants, however, 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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WHAT TYPES OF PROJECTS ARE NOT SUPPORTED?

The Keuka Area Fund, 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

HOW DO YOU SUBMIT A PROPOSAL?

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 online application system, Foundant Grant Lifecycle Manager. A link to the application can be found on the Community Foundation website at <http://www.communityfund.org/community-grants>.

All applications must include a completed project budget and expense form. This form is a fillable PDF and is found on the Community Foundation website. You will have to upload this form into the online grants system.

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.

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

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



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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

Application Deadline	Notification
August 21	End of October