

The Edith Saxton Fund for Steuben County Youth Services

WHAT IS THE EDITH SAXTON FUND FOR STEUBEN COUNTY YOUTH SERVICES?

Grants from The Edith Saxton Fund for Steuben County Youth Services Fund support not-for-profit projects, programs, and organizations working to improve the quality of life of Steuben County youth. Preference will be given to grants focusing on youth in the Bath Area.

WHO IS ELIGIBLE TO RECEIVE A GRANT?

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

- located in and providing services to the residents of Bath, NY located in Steuben 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

WHAT TYPES OF PROJECTS ARE NOT SUPPORTED?

Organizations may not submit more than **one** application for funding at a time. The Edith Saxton Fund generally does not make grants for the following:

- Religious purposes
- Political or partisan purposes
- Activities taking place before grant decisions are made
- Deficit funding or debt retirement
- Individuals

WHAT TYPES OF PROJECTS ARE SUPPORTED?

The Community Foundation 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)

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



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WHAT IS THE GRANT AWARD RANGE?

Grant awards will range between \$1000 and \$10,000. Requests for more than \$10,000 must be discussed prior to submitting your application with the Vice President of Programs.

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. **If you intend on applying for more than \$10,000, you must contact the Vice President of Programs prior to submitting your letter of intent.**

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 www.communityfund.org.

Organizations applying for funding are required to complete the online application form. Application attachments can also be uploaded through the web portal. For your convenience, a checklist of application requirements is located at the end of these guidelines. 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.

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
September 15

Notification
Early December

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EVALUATING PROGRAMS AND PROJECTS

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 by the project (as indicated by the grantee evaluation plan). 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.

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.

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

- List of your Board of Directors and their Occupations
- Program/Project Budget 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*)

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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