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 Director, Grants and Communications.

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 Director, Grants and Communications 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 http://www.communityfund.org/community-grants.

All applicants must submit a letter of intent prior to beginning an application. The letter of intent is submitted online within the application system. Once your letter of intent has been received and successfully accepted, you will receive an email notifying you that you may begin your application.

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
Letter of Intent Deadline | Application Deadline | Notification
September 1 | September 15 | Early December
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.

GRANT EVALUATION PLAN

As part of the grant review process, the Foundation asks applicants to complete a Grantee Evaluation Plan. If your grant request is funded, you will be asked to compare information included on the Grant Evaluation Plan to your actual results at the conclusion of the grant.

The Plan is primarily designed to collect numerical information; grantees will have the opportunity to further explain their results and include qualitative information in the final report narrative. If you have difficulty completing any section, or if you think a section does not apply to your proposal, please consult with the staff at the Community Foundation.

A. All projects complete the evaluation grid as described below

This grid is divided in three sections as follows:

1. **Action Steps:** the steps involved in the project or what your organization will do with the grant award.

2. **Outputs:** Outputs describe what a project has produced or who it has helped through the activities funded by the grant. These are tangible, countable items.

   **Examples:** # of people served; # of hours of service; # of presentations (sessions, trainings, meetings, workshops, etc.); # of attendees at presentations; # of volunteers recruited and trained # of new/renovated buildings; # of new/upgraded equipment/systems (including technology); # of informational materials developed (books, video tapes, brochures, software, newsletters, magazines); # of informational materials distributed (books, video tapes, brochures, software, newsletters, magazines); # of internal planning documents completed (feasibility studies, strategic plans, employee handbooks, fundraising materials); # of new/upgraded donors; # of dollars raised (as part of the grant activities); # of staff trained; # of organizations served/collaborated with.

3. **Outcomes:** Grant outcomes describe what will be accomplished or will be expected to change by the activities funded by the grant. Outcomes typically represent changes in knowledge, skills, behavior, attitudes or status (e.g. employment, level of functioning, skills acquired). An example of a typical outcome statement is “X% of participants will be able to do Y”. Outcome statements often use words such as: increase, decrease, improve, reduce, expand, update, upgrade, maintain, start, or complete. Think in terms of an if/then statement: IF the project provides the specified activities and produces the stated outputs, THEN what should be the impact for project participants or the community? These outcomes should be achievable within the project timeline listed on your grant application. They may not be the same as the long-term outcomes you hope to eventually achieve.

   **Examples:** # and % of adult literacy participants who have subject area advancement as measured by pre and post assessment; # and % of children in the program who are ready for kindergarten as measured by preschool assessment scores versus children who are not in the program; # and % of unique unduplicated homeless individuals who secure permanent housing or jobs, how many of them retain housing or employment for at least 6 months; # and % of individuals who are alcohol/drug dependent that achieve and maintain a substance free lifestyle; increase in water quality from pre to posttest; # and % of participants mobilized to join an anti-racism task force; increase in ticket sales and season ticket holders post implementation of a new project; # and % of youth who increase their knowledge of local arts and culture as measured by pre and posttests.
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***Please limit the number of outcomes to your organization’s top two or three.

EVALUATION GRID EXAMPLES

<table>
<thead>
<tr>
<th>Capital Request Example – library purchases a new server and computers for community resource room</th>
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<tbody>
<tr>
<td><strong>Action Steps:</strong> \n1. Install 2 public access computers in resource room \n2. Build an electronic copy of referral database</td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
</tr>
<tr>
<td>1. # of computer users in the resource room</td>
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<tr>
<td>2. # community members who use the database</td>
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<tr>
<td>3. dollars raised and leveraged for the project</td>
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<tr>
<td><strong>Targeted Outcomes</strong></td>
</tr>
<tr>
<td>1. 80% increase in internet research by resource room patrons</td>
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<tr>
<td>2. 50% improvement in speed of information and referral system</td>
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<tr>
<th>Program Request Example – conduct water testing projects at Chemung River with afterschool programs</th>
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<tr>
<td><strong>Action Steps:</strong> \n1. Recruitment activities – meetings with youth center directors, flyers \n2. Educational sessions on water and the environment \n3. Water testing logs</td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
</tr>
<tr>
<td>1. # number of youth participating</td>
</tr>
<tr>
<td>2. # of samples tested</td>
</tr>
<tr>
<td>3. water quality inventory created</td>
</tr>
<tr>
<td><strong>Targeted Outcomes</strong></td>
</tr>
<tr>
<td>1. 90% of youth will demonstrate increased knowledge of water quality</td>
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<tr>
<td>2. 80% of youth will rate their experience highly</td>
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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
- Resumes of Key Project Personnel & Contractors
- Mission Statement and Policy Statement on Nondiscrimination
- 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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