



# Schuyler County Fund Grant Guidelines

## 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 Schuyler County 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 of Schuyler County, availability of funding, quality and vision presented in the application.

### ABOUT THE SCHUYLER COUNTY FUND

The Schuyler County Fund at the Community Foundation of Elmira-Corning and the Finger Lakes, Inc. provides a vehicle for individuals, families, and businesses to invest in the residents of Schuyler County and to protect the physical environment of the region. The Community Foundation is a public charity that encourages funding requests from non-profit organizations.

### 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 ELIGIBLE TO RECEIVE A GRANT?

The Schuyler County Fund supports a wide variety of projects but does restrict itself to organizations:

- Classified as a 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
- Projects that address pressing issues and benefit from strong community partnerships
- Proposals from faith-based organizations will only be considered if: (1) service benefits all, regardless of religion; (2) service provided is not religious in nature; and (3) there is no proselytizing associated with the service.



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## WHAT TYPES OF PROJECTS ARE NOT SUPPORTED?

The Schuyler Fund, as a rule, does not make grants for:

- Annual campaigns, special event fundraisers or sponsorships
- Religious purposes
- Political or partisan purposes
- Activities taking place before grant decisions are made
- Trips for schools or clubs
- Deficit funding or debt retirement
- Individuals

## 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/schuyler-county-fund>.

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.



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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**

May 3

**Notification**

June

**Questions?** Contact the Vice President of Programs at 607-739-3900 or [sep@communityfund.org](mailto:sep@communityfund.org).