



**2018
Competitive Grant Application
General Information and Schedule**

- Applications **MUST** be submitted electronically online. No paper, emailed, or pdf applications will be accepted. Outcome reporting will also be online when closing the grant. For your convenience, on page 2 are the guidelines and an outline of the questions you will be required to address when completing your electronic application.
- The Niagara Area Foundation (NAF) will consider funding grants in the following categories:
 - Health
 - Human services
 - Arts
 - Civic needs
 - Community development
 - Education
 - Environment
- NAF is committed to making grants that will have the maximum positive impact on Niagara County in a competitive process.
- *Preference will be given to grant applications that have the greatest impact on positive youth development and demonstrate collaboration with other organizations. Youth is defined as 18 years of age and under.*
- All qualifying grant applications received by NAF will be evaluated based on the community need that will be served.
- The total amount available for disbursement in 2018 is approximately \$60,000.
- Grants are awarded only to organizations that have current Section 501(c)(3) status as determined by the Internal Revenue Service.
- NAF will not consider funding:
 - Higher education scholarships (separate application, deadlines, and process)
 - Endowments
 - Religious purposes
 - Projects for residents of other counties. Funding must support Niagara County residents only
 - Schools not registered with the New York State Education Department
 - Attendance at or sponsorship of fundraising events for organizations
 - Annual events or festivals
 - Any partisan political activity. Funds from the NAF cannot be used to support or oppose a candidate for political office.
 - Projects and activities that have occurred. The NAF will not, except in extraordinary cases, provide payment or reimbursement for expenses incurred prior to the funding decision being communicated to the applicant.
- NAF requires all grants be closed out within one year of receipt of funds.
- NAF reserves the right to conduct an independent evaluation of grant expenditures for up to four years. The grantee agrees to provide the information necessary to complete such an evaluation. Failure to submit requested information in a timely fashion may obligate the grantee to refund the grant.
- The use of grant funds for purposes not pre-approved by NAF or not supported through required documentation will result in a request that those grant funds be returned to NAF.
- The failure of an applicant to properly close out a grant in a timely manner will be a factor when considering new grants.

- The NAF is a strong supporter of the charitySTRONG initiative which assists public charities in achieving the highest standards of board leadership, governance and oversight. We recommend organizations utilize this service to improve their capacity strengthen their boards by providing access to a pool of talent for board service and governance resources: www.charitystrong.org

Funding amounts

- *The historical average for a competitive grant through this process is approximately \$6,000.*
- The maximum grant available through the NAF competitive process is \$10,000.
 - Should an organization be requesting more than \$10,000, they **must** contact the Foundation in advance to discuss their application.
- Please be sure to review grant history listed on the NAF website for more information:
 - <http://www.cfgb.org/for-nonprofits/for-grant-seekers/niagara-area-foundation-grants/>

Timeline

RFP accepted online: September 14, 2018

Application deadline: October 15, 2018 at 4 PM

NOTE: Applications in draft form on the website after the deadline will be considered abandoned and will not be eligible to be considered for funding.

Decision notification: Mid December 2018

Questions may be directed to Darren Penoyer at 716-852-2857, x 206 or darrenp@cfgb.org

2018 Grant Application Questions

NOTE: Applications must be submitted electronically online. No paper, emailed, or pdf copies will be accepted. The following questions are provided for your reference when completing the application online.

- Purpose of organization
- Program name
- Geographic area served
- Amount requested
- Date required
- Concise one sentence summary of grant purpose
- Financial background of organization including:
 - Annual operating expenses
 - Last fiscal year surplus/deficit
 - Accumulated surplus/deficit
 - Endowment market value

PROJECT DESCRIPTION

1. **Define need - why should this be done?**
 - What specific community need does the proposal address?
 - Who and how many will benefit (must be quantified)?
2. **What will be done?**
 - What actions/activities are proposed to meet this need?
 - What are the distinctive features of your approach/program?
 - Is collaboration a part of this application? If yes, please detail.
 - What is the timetable?

3. **Who will be involved?**
 - What are the qualifications of people proposed for the project?
 - What other area providers deliver similar services?
 - What coordination has been/could be achieved with these providers? If none, explain why not.
4. **What are your intended impacts/outcomes (quantifiable changes preferred)?**
 - How will they be measured?
 - By whom and when?
5. **Does the proposed program or activity have a sustainability component?**
 - If so, provide evidence on how the project will be sustained.

PROJECT BUDGET

- Provide a very specific complete budget breakdown, identifying costs of the individual items that constitute your funding request to the Foundation.
- Budget narrative (optional)
- What investment is your organization making in this project?
- If ongoing, what are your plans for continuing funding?
- Please list other funding sources (such as other foundations, organizations, and governmental agencies) from whom funds have been requested and the status of these requests.
- If the Foundation were only able to partially fund your request, how would your programming be affected? Please detail.

CERTIFICATION OF GRANT ELIGIBILITY

Board Endorsement

- Certification that the executive director and a board officer have approved submittal of the grant request and that all information provided is accurate.
- Confirmation that organization has a Conflict of Interest policy in accordance with New York State Law
- List of all board members.
- Indicate whether your organization is participating in charitySTRONG and has completed an organizational profile and accessed board candidates: www.charitystrong.org

ATTACHMENTS

- Resumes or CVs of project personnel – required
- Memoranda of Understanding or letters in support of your project from collaborators or letters from other funding sources who may have expressed interest in supporting the project – strongly advised
- Recent evaluations of your programs – optional