



**Wyoming Foundation**

*A division of the Community Foundation  
for Greater Buffalo*

MAKE THE MOST OF YOUR GENEROSITY.

## 2024 Competitive Grant Application General Information and Schedule

### Background

The Wyoming Foundation was established in 1976 by Dr. James MacCallum as a means to improve the quality of life in Wyoming County. Since 1977, the Wyoming Foundation has actively supported a wide variety of cultural, educational and human services organizations.

In 2023, the Wyoming Foundation awarded grants to six not-for-profit organizations in Wyoming County that support a wide variety of community needs.

### 2024 Competitive Process

In 2023, the Wyoming Foundation completed a strategic plan process and identified the following priorities for its work in the county:

- Educational opportunities for youth and adults.
- Arts and cultural opportunities for youth and adults.
- The Foundation is open to considering initiatives outside of its two priority areas that address a need and/or create an opportunity for residents and have a positive impact within Wyoming County. However, priority is given to the first two areas.

As a result of the strategic planning process, the application has been streamlined.

For 2024, approximately \$31,000 is available to support competitive grants. The maximum grant available through the Wyoming Foundation competitive process is \$5,000.

### Eligibility Criteria

- Applicants must be located or delivering services in Wyoming County New York.
- Grants are awarded only to organizations that have current Section 501(c)(3) status as determined by the Internal Revenue Service.
- At any given time organizations can only have one open competitive grant with the Foundation.

### The Foundation will not consider competitive funding for:

- Higher education scholarships (separate application, deadlines, and process)
- Endowments
- Religious purposes
- Projects outside Wyoming County.
- 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 foundation cannot be used to support or oppose a candidate for political office.
- Projects and activities that have occurred. The Foundation will not, except in extraordinary cases, provide payment or reimbursement for expenses incurred prior to the funding decision being communicated to the applicant.

## Other Matters

- The Wyoming Foundation requires all grants be closed out within one year of receipt of funds unless otherwise specified in writing.
- For programming or capital requests, the Wyoming Foundation will consider allowing up to 10% of the grant amount for indirect costs.
- The Wyoming Foundation 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 approved by the Wyoming Foundation is prohibited and will result in a request for the return of grant funds.
- The failure of a grantee to properly close out a grant will be a factor when future grant requests are considered.

## Ranking Criteria

As a point of information, the Wyoming Foundation will be using the follow criteria to review applications:

- Overall impact on Wyoming County
- Overall impact on the identified priorities
- Degree application addresses a critical community need
- How realistic proposed outcomes are
- Return on investment is reasonable and competitive
- How compelling the request is

## Timeline

- RFP accepted online: April 1, 2024
- Application deadline: April 29, 2024 at 4 PM
- Notification to applicants: Mid-June 2024
- Organizations may expect a check:
  - Once all new grant paperwork is completed and submitted
  - After prior Wyoming Foundation grants are properly closed (if applicable)

## 2024 Grant Application Questions

**NOTE: Applications must be submitted electronically online through our Foundant Grant Lifecycle Manager system. No paper, pdf, or emailed applications will be accepted. The following questions are provided for your reference when completing the application online.**

- Program name (100 characters)
- Mission statement (250 characters)
- Concise one sentence summary of grant purpose (300 characters)
- Geographic area served (200 characters)
- Amount requested (Numeric response. The Wyoming Foundation's maximum grant is \$5,000)
- Date required (Numeric response)
- Annual operating budget for your current fiscal year (Numeric response)

## PROJECT DESCRIPTION

- **Define need - why should this be done?** (3,000 characters)
  - Please include how project/program goals align with the Wyoming Foundation's priorities, and
  - Who and how many will benefit (if applicable)
- **Describe the project/program** (3,000 characters)
  - Please include what makes your approach special, and
  - The timetable for the project/program
- **Who will be involved?** (3,000 characters)
  - What are the qualifications of the people involved?
  - Please include whether you intend to collaborate with other organizations, and
  - Explain how you will work together
- **How will you know if this project/program is successful?** (2,000 characters)
  - What are the expected outcomes? (quantitative if possible)
  - How will it be measured?

## PROJECT BUDGET

- Provide a very specific complete budget breakdown, identifying costs of the individual items that constitute your funding request to the Wyoming Foundation. (4MB upload)
- Budget narrative (Optional 4MB upload)
- What investment is your organization making in this project? If none, type N/A (1,000 characters)
- Who else is providing funding for this project/program, and what is the status of those requests? (2,000 characters)
- If the Wyoming Foundation were only able to partially fund your request, can you proceed? If yes, provide detail on how your programming would be affected. (1,500 characters)

## CERTIFICATION OF GRANT ELIGIBILITY

- Certification that the executive director and a board officer have approved submittal of the grant request and that all information provided is accurate. (Yes or no)
- Confirmation that organization has a Conflict-of-Interest policy in accordance with New York State Law (Yes or no)
- List of all board members. (4MB upload)
- Indicate whether your organization is participating in BoardStrong and has completed an organizational profile and accessed board candidates: [www.boardstrong.org](http://www.boardstrong.org) (Yes or no)

## ATTACHMENTS

- 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 (Two 4MB uploads available)
- Supplemental materials such as recent evaluations of your programs, news articles, pictures, etc. - optional (Two 4MB uploads available)