2024 Competitive Grant General Information and Schedule

The Foundation is committed to making grants that will have a maximum positive impact on Western New York. In 2024, grants will be reviewed in one cycle in accordance with the adopted schedule. Competitive grant requests must address one or more of the Solutions listed under the following four Community Goals:

I. **Achieve racial/ethnic equity.**
II. **Promote economic mobility through educational achievement for residents living in low-income households.**
III. **Steward significant environmental resources in the context of climate resilience.**
IV. **Promote regional vibrancy through architecture, arts, and culture.**

Special consideration will be given to requests that fit a Solution AND advance the racial equity work of the Greater Buffalo Racial Equity Taskforce: www.racialequitybuffalo.org

For 2024, applicants may apply for funding to support:
- General operations
- Programming

Grant submission process:
There are two stages to the Community Foundation for Greater Buffalo's competitive grant process.
- Step 1: Online submission of a Letter of Intent (LOI).
  - January 1: LOI request for proposals posted online
  - February 2: Deadline for LOI submission
- Step 2: LOI who fit the Foundation's Community Goals/Solutions most closely are then invited to submit a full application based on the concept presented in the LOI.

Organizations invited to submit a full application should refer to the following sections of this document:
- Timeline/Deadline (page 1)
- 2024 Competitive Grant Guidelines (page 2)
- 2024 Grant Application Questions (page 3)

Full applications are by invitation only and MUST be submitted electronically online utilizing the Foundant Grant Lifecycle Manager. No paper or emailed applications will be accepted. Outcome reporting will also be online when closing the grant. Below, for your convenience, are the guidelines and an outline of the questions you will be required to address when completing your electronic application.

Grant seekers are encouraged to call the Community Foundation with any questions related to this application.

Timeline
Invitations for full grant proposals will be sent by March 25, 2024
Full proposals will be due April 26, 2024 at 4 PM
Grant outcome notification will be sent to applicants in late-June 2024
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Deadline:
Application deadline is **April 26, 2024 @ 4 PM. No exceptions!**

CRITERIA

The Foundation reviews grants in accordance with the identified Community Goals and Solutions, eligibility criteria, other matters contained in these Guidelines and the answers provided to the six questions listed in the Grant Application Questions (page 3). Review will include consideration of the need served, readiness to proceed, impacts/outcomes, how they will be measured, and organizational sustainability. Requests that address more than one Community Goal will be given preference.

Community Goals

I. Achieve racial/ethnic equity. Requests must address one of the following Solutions:
Solutions
   1. Increase interaction and bridge racial/ethnic divides between residents and organizations throughout WNY.
   2. Promote civic engagement and leadership in communities of color.

II. Promote economic mobility through educational achievement for residents living in low-income households. Requests must address one of the following Solutions:
Solutions
   1. Improve the school readiness of children (ages 5 and under) living in communities of poverty.
   2. Improve the academic achievement and postsecondary completion of students living in low-income households with a preference for systems change.

III. Steward significant environmental resources in the context of climate resilience. Requests must address one of the following Solutions:
Solutions
   1. Protect and restore the region's waterways.
   2. Strengthen individual environmental organizations and support a more racially inclusive and collaborative environmental community.

IV. Promote regional vibrancy through architecture, arts, and culture. Requests must address one of the following Solutions:
Solutions
   1. Increase access to long term arts instruction for children and youth living in low-income households.
   2. Strengthen race equity through the arts.
   3. Restore and leverage significant historic buildings and architectural landmarks, with a preference for sites that promote cultural tourism. (Defining historic as official recognition by State/National Register of Historic Places or local preservation ordinance.)

NOTE: Special funding available to support the following:
- Programs that serve the visual, speech or hearing impaired (~$5,000)

Preference for this special funding will be given to applications that align with one or more of the four Community Goals.

Organizations are invited to submit a full application based on their LOI. It is important that the application is aligned with the LOI. Any changes between the LOI and application must be approved by the Community Foundation. All guidelines from the LOI stage are still applicable to the full application. Should you need a copy of the LOI guidelines as you work on the application, please contact the Community Foundation.

Other Matters
   ❑ The Foundation requires that all grants be closed out within one year of the receipt of funds, with the exception of multi-year awards.
   ❑ The Foundation will consider allowing up to 10% of the grant amount for indirect costs.
   ❑ The Foundation reserves the right to pay grants in a single installment or in "draws" at its sole discretion.

- ❑ The Foundation requires that all successful applicants obtain three bids for any equipment purchase of $10,000 and above.
- ❑ The Community 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 pre-approved by the Foundation or not supported through required documentation will result in a request that those grant funds be returned to the Foundation.
- ❑ The failure of an applicant to properly close out a grant in a timely manner will be a factor when considering new grants.

2024 Grant Application Questions

NOTE: Applications must be submitted electronically online utilizing the Foundant Grant Lifecycle Manager. No paper or emailed applications will be accepted.   The following questions are provided for your reference when completing the application online.
- Purpose of organization
- Amount requested
- Annual operating budget for your current fiscal year
- Community Goal(s)/Solution(s) your grant addresses
- Type of support requested (choose one):
  - o General operations
  - o Program

IF THIS IS A GENERAL OPERATIONS REQUEST, YOU WILL BE ASKED THIS SET OF QUESTIONS:
- **Describe the population your organization serves.**
  - o Please include demographic information, geography, etc. (2,000 character limit)
- **Describe your impact on the solution(s) you've chosen above.** (2,000 character limit)
- **How will the requested funding help your organization conduct your work throughout 2024-2024?** (3,000 character limit)
- **What are the greatest opportunities and challenges your organization faces over the upcoming year?** (3,000 character limit)

FISCAL YEAR BUDGET (Upload 4 MB)
- Please upload your organization's current fiscal year budget with year-to-date actuals against budget.

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 (yes/no)
- Confirmation that organization has a Conflict of Interest policy in accordance with New York State Law (yes/no)
- Upload a list of all board members that indicates the gender and racial/ethnic distribution (Upload 3 MB)
- The Foundation is a strong advocate of the capacity building website BoardStrong (www.boardstrong.org)
  - o Have you completed a BoardStrong organizational profile? (yes/no)
  - o If you have a BoardStrong profile, have you accessed board candidates? (yes/no)

ATTACHMENTS
- Memoranda of Understanding or letters in support of your request from collaborators, other funders or community members as applicable – optional, but strongly advised (Upload 3 MB)
- Recent evaluations of your programs – optional (Upload 3 MB)

IF THIS IS A PROGRAM REQUEST, YOU WILL BE ASKED THIS SET OF QUESTIONS:

- **Program name**
- **Define need - why should this be done**? (3,000 characters)
  - Please include how this project/program goals align with the specific solution(s) you have chosen, 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)
  - Please describe the staff/volunteers who will be leading this project/program and why they were chosen
  - 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)
  - 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 (Upload 4 MB)
- Budget narrative (optional) (Upload 3 MB)
- 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 Community 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)

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ATTACHMENTS

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- Recent evaluations of your programs – optional (Two upload areas, both 3 MB)