

## 2025 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 2025, 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.**
- 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](http://www.racialequitybuffalo.org)

For 2025, applicants may apply for funding to support:

- Programming
- General operations

### 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 2: LOI request for proposals posted online
  - February 3: 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)
- 2025 Competitive Grant Guidelines (page 2)
- 2025 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. 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 31, 2025
- Full proposals will be due April 28, 2025 at 4 PM
- Grant outcome notification will be sent to applicants in early July 2025

### Deadline:

Application deadline is **April 28, 2025 @ 4 PM. No exceptions!**

## 2025 Competitive Grant Guidelines

### 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.

NOTE: Organizations submitting a request under Community Goal 1 must demonstrate how racial equity is a cornerstone of the organization, weaving through mission, programming, and day-to-day operations.

**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.

**III. Steward significant environmental resources. 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.***

#### Other Matters

- The Foundation expects that all grants be utilized within one year of the receipt of funds, with the exception of multi-year awards.
- The Foundation reserves the right to pay grants in one or more installments.

## 2025 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):
    - Program
    - General operations
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### **IF THIS IS A GENERAL OPERATIONS REQUEST, YOU WILL BE ASKED THIS SET OF QUESTIONS:**

- Describe the population/geographic area your organization serves. (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 2025-2026? (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 (Upload 3 MB)

#### **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)
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### **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)
  - Include percentage for up to 10% indirect costs if applicable
- Budget narrative (optional) (Upload 3 MB)
  - For equipment purchases, describe procurement guidelines (three bids recommended)
- 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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- Recent evaluations of your programs – optional (Two upload areas, both 3 MB)