



# Northern New York Youth Philanthropy Council

*An advisory committee of the Northern New York Community Foundation*

## **2020-21 GRANT APPLICATION**

**Application Due by Friday, December 4, 2020**

Provide the following information in a separate, narrative document. Details and supplemental materials listed below are required for an application to receive full consideration for Youth Philanthropy Council grant funding.

**Eligibility requirements:** Nonprofits must have confirmed charitable status as a 501(c)(3) tax-exempt organization through the Internal Revenue Service. Other publicly supported organizations such as school districts and municipalities are also eligible. Agencies seeking funding through this grant program must confirm partnership with an appropriate organization or fiscal sponsor at the time a grant proposal is submitted.

**Grant Funding Available:** Up to \$20,000; partial funding for projects may be awarded

**Application Process:** Submit a completed grant proposal including all materials and information stated below.

### **GRANT PROPOSAL OUTLINE**

Follow this sequence when submitting your application:

#### **Organization Information:**

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Organization's Executive Director/CEO: \_\_\_\_\_

Grant Applicant Contact: \_\_\_\_\_

Organization's Tax ID/EIN number (to confirm nonprofit status): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Project Information:**

- Name of Program or Project
- Description of Program/Project — Provide a summary outlining the program or project, which includes the identification of community need(s), and how they are being addressed through this program or project.
- Project Budget — Supply a breakdown of projected costs for this request.
- Project Timeline — Present a clear schedule and timeline for the program or project from development to implementation and future years (where applicable).
- What geographic area does this program/project serve (by county)?
- Community Collaborators — Share a list of additional community organizations participating in your program or project. Explain their level of participation in your program or project, and how these organizations will help achieve projected outcomes.
- Funding Sources — List all funding sources for your organization's request. This list includes funding secured, pending, and still pursuing, and respective amounts for each.
- Will your grant be under way, or completed, by June 2021? (Yes/No) \_\_\_\_\_  
**NOTE:** Funding is not awarded for programs or projects that have already begun.

## **Grant Stewardship:**

- Projected Outcomes — Explain what goals and accomplishments are expected from your request. Include important, measurable outputs, as part of your goals. Outputs describe what a program or project has produced or who it has helped through the activities funded by a grant.
- How will this program or project and its impact be sustained in the community?
- How will the Youth Philanthropy Council of the Northern New York Community Foundation funding be utilized?
- How will you acknowledge the Youth Philanthropy Council of the Northern New York Community Foundation?

## **Proposal Attachments:**

Include the following information as attachments:

\_\_\_\_\_ Mission statement

\_\_\_\_\_ Names and full addresses of your organization's Board of Directors (including your foundation's Board of Directors, if applicable).

\_\_\_\_\_ Letter from the Board president/chair approving your organization's request to apply for Community Foundation grant funding

\_\_\_\_\_ Copy of your organization's most recent IRS Form 990

\_\_\_\_\_ A copy of your organization's current year operating budget (both organization and foundation, if applicable)

\_\_\_\_\_ Names and qualifications of key personnel related to your request

\_\_\_\_\_ Recent publications/media related to your request, or demonstrating your agency's work

**Deadline** — Grant proposals must be received or postmarked to the Northern New York Community Foundation no later than **Friday, December 4, 2020**. No requests will be considered beyond this date.

**Grant Award and Review** — The Northern New York Community Foundation will notify all applicants of the status of their grant request by the end of **June 2021**.

**Grant Report** — Grant recipients are required to submit a grant report provided by the Northern New York Community Foundation by the completion of their project. Incomplete reports may affect future requests for Community Foundation grant funding.

**How to Submit a Proposal** — Send completed proposals to the Northern New York Community Foundation, ATTN: **Kraig Everard**, Director of Stewardship and Programs, 131 Washington St., Watertown, NY 13601. You may also submit completed proposals via email to [kraig@nnycf.org](mailto:kraig@nnycf.org).

**Questions/Clarification** — Contact **Kraig Everard** at the Northern New York Community Foundation, 315-782-7110, or [kraig@nnycf.org](mailto:kraig@nnycf.org).