



CORTLAND COMMUNITY FOUNDATION

Requirements for Grant Consideration - \$1,000.00 or More

1. Completed application form.
2.
 - a. Narrative summary of the project/program.
 - b. Demonstrate a need for the project/program.
 - c. Number of people the project will benefit.
 - d. Counties of CNY the project will benefit.
 - e. Other providers of similar services (if applicable).
 - f. Any plans for collaboration with other organizations.
 - g. Project timetable.
 - h. Plans for follow-up and success measurement.
3. List of Board Members and their affiliates.
4. Audited Annual Report for the last fiscal year (if unavailable, submit un-audited).
5. Administrative expenses (management and overhead) as a percentage of total expenses and fundraising expenses as a percentage of dollars raised.
6. Proof of non-profit designation (501 (c)(3) Internal Revenue Code).
7. Number of paid staff and number of volunteers.
8. Recipients of grants will agree to provide the Foundation with a report describing the results of the project, how the Foundation's funds were used and who benefited.
9. Submit 11 copies of your grant application and all supporting documentation.



**CORTLAND
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FOUNDATION**

Grant Application

Date: _____

Name of Organization: _____

Address: _____
Street

City State Zip Code

Contact Person: _____

Title: _____

Phone: _____ Fax: _____

Organization Purpose:

Purpose of Grant and Anticipated Results:

Amount of Grant Requested: _____

Total Anticipated Project Costs: _____

Organization's Annual Operating Budget: _____

Does your Organization have 501(c)(3) status?: Yes _____ No _____.

Has the Cortland Community Foundation granted funds to your organization in the past? If yes, please provide a brief description including dates and dollar amounts:

I (We) hereby certify that if our grant request is approved, the funds will be used specifically as stated in the application. I (We) further certify that one year from the date of approval, a report will be provided to the Cortland Community Foundation detailing the success and/or progress of the project/program.

Signature (Staff): _____ Signature (Board Member): _____

Print Name & Title: _____ Print Name & Title: _____



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Grant Application (continued)

Please provide Cortland Community Foundation with a narrative description of the project for which you are requesting funds, as well as a description of the anticipated results and benefits to the community as a result of the completion of the project. Also, please state that, should you receive a grant, you will agree to provide the Foundation a report at the conclusion of the project describing the project's results and the beneficial impact realized as a result of any funds received from the Foundation:

Are there naming opportunities associated with this grant request? Yes _____ No _____
If yes, please explain



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Certification

I, _____, hereby certify that as _____
Title

of the _____, I have been authorized by the organization's Board of Directors
Name of Organization

to hereby make application to the Cortland Community Foundation for approval of the Project described in the attached Grant Application and Budget. In submitting this application it is agreed that:

1. the corporation/agency will abide by the decision of the Cortland Community Foundation as to the propriety of all expenditures for which the Foundation funds are requested;
2. no person will be denied the services or facilities of this project because of race, creed, color, or sex;
3. equal employment opportunity will be provided to all qualified applicants for employment.

Executive Director or President of the Board:

Signature

Date

Send Correspondence to:

Fiscal Officer

Name:

Name:

Title:

Title:

Address:

Address:

Telephone:

Telephone:

*******Cortland Community Foundation Use Only*******

Date Received: _____

Date Approved: _____



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Budget Projection

Please list each item in the categories provided along with a short description, if applicable. Include the anticipated dollar amount.

Budget Item

Projected Dollar Amount

Salaries, Wages, Fringe Benefits

Include the number of employees covered by the projected dollar amount.

\$

Consumable Supplies

Include athletic equipment, art supplies, audio-visual materials, office supplies, etc.

\$

Travel Expenses

Include cost of employee travel at rate per mile to cover cost of gas, oil, insurance or common carrier costs such as charter bus rental, etc.

\$

Equipment Rental

Include rental of equipment, darkroom expenses, office equipment, items that should be used for a limited time, where it is more economical to rent rather than purchase.

\$



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Budget Projection (continued)

Budget Item

Projected Dollar Amount

Space Rental

Include rented or leased property, i.e. gymnasiums, auditoriums, rinks, office space, etc.

\$ _____

Equipment Purchase / Capital Expenditure

Include a categorization of all equipment requested, (recreational, educational, vocational, office equipment, plant construction or improvement, etc.)

\$ _____

All Other Costs

Include budgeted items such as postage, copying, liability insurance, telephone and utilities, entrance fees to recreational facilities, theaters/museums/movies, food and refreshments for group meals, etc.

\$ _____