

Garman Family Foundation Fall 2017 Grant Information and Schedule

- The Garman Family Foundation (GFF) will consider requests that address the psychological, emotional, and social well-being and/or health of individuals with a preference for women, children, and education.
- Applications MUST be submitted electronically online. No paper, emailed, or pdf applications will be accepted. Outcome reporting will also be online when closing the grant. For your convenience, starting on page 2 are the guidelines and an outline of the questions you will be required to address when completing your electronic application.

Eligibility

- Applicants must be located in or serving one of the eight counties of Western New York: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming.
- Grants are awarded only to organizations that have current Section 501(c) (3) status as determined by the Internal Revenue Service.
- Eligible organizations can expect to receive only one GFF grant per year. On a very limited basis, the Foundation will offer the opportunity for two-year support with second year support contingent upon year one outcomes.

Other Matters

- The maximum amount of funding that can be requested is \$25,000. An average grant is in the range of \$10,000. Should an organization be requesting more than \$25,000, they *must* contact Jean McKeown, Vice President jeanm@cfgb.org in advance to discuss this request.
- The GFF will not consider funding for:
 - ❑ Higher education scholarships (Please see www.cfgb.org/for-scholarships for separate application, deadlines, and process)
 - ❑ Religious purposes
 - ❑ Projects outside Western New York (Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming counties)
 - ❑ 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 GFF will not, except in extraordinary cases, provide payment or reimbursement for expenses incurred prior to the funding decision being communicated to the applicant.
- The GFF will consider allowing up to 10% of the grant amount for indirect costs.
- The GFF reserves the right to pay grants in a single installment or in “draws” at its sole discretion.
- The GFF requires that all successful applicants obtain three bids for any equipment purchase.
- The GFF requires that all grants be closed out within one year of the receipt of funds, with the exception of very limited two-year awards.
- At any given time organizations can only have one open grant with the GFF.
- The GFF 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 GFF or not supported through required documentation will result in a request that those grant funds be returned to the GFF.
- The failure of an applicant to properly close out a grant in a timely manner will be a factor when considering new grant applications.

Timeline

Application accepted online: August 11, 2017

Application deadline: September 11, 2017 at 4 PM

NOTE: Applications in draft form on the website after the deadline will be considered abandoned and will not be eligible to be considered for funding.

Decision notification: Early December 2017

Questions may be directed to Jean McKeown at 716-852-2857, x 204 or jeanm@cfgb.org

Grant Application Questions

- Program name
- Amount requested
- Purpose of organization
- One sentence summary of grant purpose
- Date required
- Five year history of prior grant requests to the Garman Family Foundation
 - Previous requests, date submitted, and action (approved or denied) taken on each
- Financial background of organization including:
 - Annual operating expenses
 - Last fiscal year surplus/deficit
 - Accumulated surplus/deficit
 - Endowment market value

PROJECT DESCRIPTION

1. **Define need - why should this be done?**
 - What specific need does the proposal address?
 - Who and how many will benefit (must be quantified)?
2. **Describe how this request aligns with the Garman Family Foundation's funding interests**
3. **What will be done?**
 - What actions/activities are proposed to meet this need?
 - What are the distinctive features of your approach/program?
 - Is collaboration a part of this application? If yes, please detail.
 - What is the timetable?
4. **Who will be involved?**
 - What are the qualifications of people proposed for the project?
 - What other area providers deliver similar services?
 - What coordination has been/could be achieved with these providers? If none, explain why not
5. **What are your intended impacts/outcomes (quantifiable changes preferred)?**
 - How will they be measured?
 - By whom and when?

PROJECT BUDGET

- Provide a very specific complete budget breakdown, identifying costs of the individual items that constitute your funding request to the Foundation
- Budget narrative (optional)
- What investment is your organization making in this project?

- Other funding sources from whom funds have been requested and the status of these requests
- If ongoing, what are your plans for continuing funding?
- If the Garman Family Foundation were only able to partially fund your request, can you proceed?
 - If yes, how would your programming be affected? Please detail.

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
- Confirmation that organization has a Conflict of Interest policy in accordance with New York State Law
- List of all board members

ATTACHMENTS

- Resumes or CVs of project personnel – required
- 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
- Recent evaluations of your programs – optional