

2017 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 2017, grants will be reviewed in one cycle in accordance with the adopted schedule.

The Community Foundation for Greater Buffalo competitive grants must address one or more of the Objectives listed under the following four Community Goals:

- I. Improve educational achievement for students living in low-income households
- II. Increase racial/ethnic equity
- III. Enhance and leverage significant natural resources, with priorities determined by the Shared Agenda for the Environment.
- IV. Strengthen the region as a center for architecture, arts, and culture

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 1: Deadline for LOI submission
- Step 2: LOI who fit the Foundation's Community Goals/Objectives 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)
- 2017 Competitive Grant Guidelines (page 2)
- 2017 Grant Application Questions (page 5)

Full applications are by invitation only and MUST be submitted electronically online utilizing the Foundant grants management system. 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

Briefing Session	Application Deadline	Notification
April 13, 2017	May 12, 2017 @ 4 PM	~Late August 2017

The Community Foundation will host a briefing session to assist invited organizations in the application process on April 13, 2017 at 10:00 AM. The briefing will be held in the Change Makers Room at the Foundation's offices, Larkin at Exchange, 726 Exchange Street, Suite 525, Buffalo. Space is limited to two people per organization. RSVP for the session by emailing Senior Program Officer Darren Penoyer at darrenp@cfgb.org or by calling him at (716) 852-2857, x206. Attendance is strongly encouraged.

Deadline:

Application deadline is **May 12, 2017 @ 4 PM**. Applications in draft form on the website as of **4:01 PM** on **May 12, 2017** will be considered abandoned and will not be eligible for funding.

2017 Competitive Grant Guidelines

CRITERIA

The Foundation reviews grants in accordance with the identified Community Goals and Objectives, eligibility criteria, other matters contained in these Guidelines and the answers provided to the six questions listed under Project Description in the Grant Application Questions (page 5). Review will include consideration of the need that will be served, readiness to proceed, impacts and outcomes, how they will be measured and organizational sustainability. Requests that address the needs of low-income households in more than one Community Goal will be given preference.

Community Goals

I. Improve educational achievement for students living in low-income households. Requests must address one of the following Objectives:

Objectives

1. Improve the academic achievement and postsecondary completion of students living in low-income households, with a preference for systems change.
2. Improve the school readiness of children living in low-income households.

II. Increase racial/ethnic equity. Requests must address one of the following Objectives:

Objective

1. Increase opportunities for residents to interact across racial/ethnic lines resulting in improved understanding.

III. Enhance and leverage significant natural resources, with priorities determined by the Shared Agenda for the Environment. (see <http://www.growwny.org/wnyea/our-shared-agenda/>). Requests must address one of the following Objectives:

Objectives

1. Preserve and restore the region's natural assets.
2. Improve the public's knowledge of environmental issues and increase policymakers' capacity to support sound environmental policy.
3. Strengthen individual environmental organizations and support collective action across the environmental community.

IV. Strengthen the region as a center for architecture, arts, and culture. Requests must address one of the following Objectives:

Objectives

1. Increase access to long term arts instruction for children and youth living in low-income households.
2. 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 will be given to special funding requests that align with one or more of the four Community Goals.

Eligibility

- Grants are awarded only to organizations that have current Section 501(c)(3) status as determined by the Internal Revenue Service.
- 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.

Other Matters

- ❑ Funding request must be for the same amount requested in your Letter of Intent submission unless a change is approved by the Foundation.
- ❑ Eligible organizations can receive only one competitive grant per year. At any given time, organizations can only have one open competitive grant with the Foundation.
- ❑ *On a very limited basis*, the Foundation will offer the opportunity for two-year support with second year support contingent upon year one outcomes.
- ❑ The Foundation requires that all grants be closed out within one year of the receipt of funds, with the exception of two-year awards.
- ❑ The Foundation is receptive to requests that address advocacy, research and policy analysis aligned with the four Community Goals.
- ❑ The Foundation will consider the applicant's board, including the diversity of representation, in the evaluation process. Please be aware that for the 2017 grant cycle, the Foundation will give board diversification increased weighting when making final decisions. The ethnic/racial composition of the board of any organization should represent the community it serves.
- ❑ The Foundation is a strong supporter of the charitySTRONG initiative which assists public charities in achieving the highest standards of board leadership, governance and oversight. We recommend organizations utilize this service to improve their capacity strengthen their boards by providing access to a pool of talent for board service and governance resources:
www.charitystrong.org
- ❑ 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.
- ❑ 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.
- ❑ The Foundation will not consider competitive funding for:
 - Higher education scholarships (separate application, deadlines, and process)
 - Projects outside the eight Western New York counties (Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming)
 - Religious purposes
 - 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 Foundation will not, except in extraordinary cases, provide payment or reimbursement for expenses incurred prior to the funding decision being communicated to the applicant.

2017 Grant Application Questions

NOTE: Applications must be submitted electronically online utilizing the Foundant grants management system. No paper or emailed applications will be accepted. The following questions are provided for your reference when completing the application online.

- Program name
- Amount requested
- Community Goal(s) your grant addresses
- Purpose of organization
- Concise one sentence summary of grant purpose
- Date required
- Five year history of prior grant requests to Community Foundation for Greater Buffalo competitive grant process
 - Previous requests, date submitted, amount 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 community need does the proposal address?
 - Who and how many will benefit (must be quantified)?
2. **Describe how this grant advances one or more of the Foundation Community Goals and Objectives.**
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?
6. **If the program or activity is to continue, is the program or activity sustainable?**
 - Provide evidence on how the program or activity will be sustained.

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 program or activity?
- Other funding sources from whom funds have been requested and the status of these requests.
- If ongoing, what are your plans for continuing funding?

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 that indicates the gender and racial/ethnic distribution.
- Does your organization have a plan in place to maintain or increase diversity of the board? If yes, please detail it.
- How does the board hear from the community the organization serves?
- Diversity plan (optional) If your organization has a formal overall diversity plan, please detail it.
- Indicate whether your organization is participating in charitySTRONG and has completed an organizational profile and accessed board candidates: www.charitystrong.org

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