2018
Competitive Grant Application
General Information and Schedule

Background
The Wyoming Foundation was established in 1974 by Dr. James MacCallum as a means to improve the quality of life in Wyoming County. Since 1977, the Wyoming Foundation has actively supported a wide variety of cultural, educational and human services organizations.

In 2017, the Wyoming Foundation awarded grants to seven not-for-profit organizations in Wyoming County that support a wide variety of community needs.

2018 Competitive Process
In 2012, the Wyoming Foundation, in conjunction with the community and non-profit professionals, undertook a survey to identify the most pressing needs of Wyoming County. The 2012 Needs Assessment of Wyoming County was introduced to the public at a September forum.

You may review the Needs Assessment at http://www.cfgb.org/2012-wyoming-county-needs-forum/

Through this Needs Assessment, the Wyoming Foundation has identified two priorities for its work in the county:
- Prepare and expose youth to educational opportunities which equip them for future careers.
- Support and promote arts/cultural opportunities in Wyoming County.
- The Wyoming Foundation will support initiatives and programs that can show maximum positive impact on Wyoming County.

For its 2018 competitive grants process, the Wyoming Foundation will give funding preference to grant applications focusing on its two priorities.

For 2018, approximately $33,000 is available to support competitive grants. The maximum grant available through the Wyoming Foundation competitive process is $5,000.

Collaborative projects are encouraged.

Eligibility Criteria
- Applicants must be located or delivering services in Wyoming County New York.
- Grants are awarded only to organizations that have current Section 501(c)(3) status as determined by the Internal Revenue Service.
- At any given time organizations can only have one open competitive grant with the Foundation.

The Foundation will <u>not</u> consider competitive funding for:
- Higher education scholarships (separate application, deadlines, and process)
- Endowments
- Religious purposes
- Projects outside Wyoming County.
- 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.

Other Matters
- The Wyoming Foundation requires all grants be closed out within one year of receipt of funds unless otherwise specified in writing.
- The Wyoming 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 approved by the Wyoming Foundation is prohibited and will result in a request for the return of grant funds.
- The failure of a grantee to properly close out a grant will be a factor when future grant requests are considered.

Timeline
RFP accepted online: April 2, 2018
Application deadline: May 2, 2018 at 4 PM
Please note, any grant applications left in draft form after 4 PM on May 2, 2018 will not be considered for funding.
Notification to applicants ~Mid-June 2018

2018 Grant Application Questions

NOTE: Applications must be submitted electronically online through our Foundant Grant Lifecycle Manager system. No paper, pdf, or emailed applications will be accepted. The following questions are provided for your reference when completing the application online.
- Program name
- Purpose of organization
- One sentence summary of grant purpose
- Geographic area served
- Amount requested
- Date required
- Financial background of organization including:

- o   Annual operating expenses
- o   Last fiscal year surplus/deficit
- o   Accumulated surplus/deficit
- o   Endowment market value

PROJECT DESCRIPTION
1.   **Define need - why should this be done**?
       - o   What specific community need does the proposal address?
       - o   Who and how many will benefit (must be quantified)?
2.   **What will be done**?
       - o   What actions/activities are proposed to meet this need?
       - o   Who will be involved?
       - o   What are the distinctive features of your approach/program?
       - o   Is collaboration a part of this application? If yes, please detail.
       - o   What is the timetable?
3.   **What are your intended impacts/outcomes (quantifiable changes preferred)?**
       - o   How will they be measured?
4.   **If the program or activity is to continue, is the program or activity sustainable?**
       - o   Provide evidence on how the project 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 project?
- If ongoing, what are your plans for continuing funding?
- Other funding sources from whom funds have been requested and the status of these requests.
- If the Wyoming 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.
- Indicate whether your organization is participating in charitySTRONG and has completed an organizational profile and accessed board candidates: www.charitystrong.org

ATTACHMENTS
- 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
- Supplemental materials such as recent evaluations of your programs, news articles, pictures, etc. – optional