



# THE COMMUNITY FUND

BRONXVILLE • EASTCHESTER • TUCKAHOE

## The Community Fund 2020 Grant Application

The Community Fund of Bronxville - Eastchester - Tuckahoe Inc. welcomes all inquiries about our grants process. We begin reviewing applications in January and make our final allocations in late May/early June of each year. Any social service agency or non-profit organization serving the health, education and welfare needs of residents in the Villages of Bronxville and Tuckahoe, New York, the Town of Eastchester, New York, and areas located in the 10708 zip code ("the Target Area") may apply for funds.

Funding is determined by an evaluation committee and our Board of Directors after review of a number of factors including community needs, appropriateness of the service for Community Fund funding, the distribution of existing services, standards of performance of the agency, and financial need.

*Please note: Discretionary Grant applications are accepted throughout the year. Please review page 3 of the Grant Application Policies and Procedures, which follow.*

### **The timetable for 2020 Applications is as follows:**

**Tuesday, January 7<sup>th</sup> (9Am-11 AM): Annual Agency Coffee:** Application Kick-Off and Networking Coffee, 6 Fordal Road, Bronxville.

**Friday, January 17<sup>th</sup>: Grant Applications Due:** Please send/deliver 7 hard copies of your application with supporting documents to The Community Fund office, 17 Sagamore Road, Bronxville, NY 10708. Copies should be two sided (front to back) and made on pre-punched 3-hole paper.

**February/ March:** Applicants meet with Community Fund Evaluators to review agency, process and proposed application/project.

**Tuesday, April 14<sup>th</sup> 6:30 PM: Agency Presentation Evening:** Agency Applicants make twenty minute presentations to the Evaluation Committee. (Bronxville School)

**End May/Early June:** Allocations Announced, Allocation Letters and Agreements Sent to Agencies.

**Inquiries should be addressed to: The Community Fund Office, 17 Sagamore Road, Bronxville, New York 10708; via e-mail: [akorb@thecommunityfund.org](mailto:akorb@thecommunityfund.org); or by phone (914) 337-8808.**



# THE COMMUNITY FUND

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## *GRANT APPLICATION POLICIES AND PROCEDURES*

### **The Community Fund of Bronxville – Eastchester - Tuckahoe, Inc.**

#### **A. GRANT POLICIES**

The Community Fund of Bronxville Eastchester Tuckahoe, Inc.'s ("The Fund") mission is to provide funding and support for local agencies and non-profit groups serving the health, education and welfare needs of residents in the villages of Bronxville and Tuckahoe, New York, the Town of Eastchester, New York, and areas located in the 10708 zip code ("the Target Area".) Funding is determined based on a number of factors including community needs, distribution of existing services, impact on the community, population served, quality of administration/service, collaboration, and financial condition.

**Also, The Community Fund may take the initiative in seeking out and encouraging an agency or program to apply for funding to meet a community priority.**

*There are four categories of grants:*

**1. Member Agency Grants:** Agencies which receive funding for their operating and administrative budget as well as for program support are considered "Community Fund Member Agencies". Member Agencies must meet the criteria for membership defined under "**Criteria for Community Fund Agency Membership**" and agree to abide by all the regulations of The Fund. In addition to their regular allocations, member agencies may also receive discretionary grant funding. The Fund reserves the right to review this membership annually.

**2. Conditional Member Agency Grants:** An organization not currently a member agency may apply for Conditional Agency Membership, which request will be reviewed by the Evaluation Committee and ultimately must be approved by the Board. If approved by the Board, funding may be provided for a minimum of one year and maximum of three years, pending full evaluation of administrative and program effectiveness. The organization must meet the criteria for membership defined under "**Criteria for Community Fund Agency Membership**" and agree to abide by all the regulations of The Community Fund.

**3. Discretionary Grants:** Discretionary grants are meant to fund either a specific time-limited project/program or provide seed money for a new initiative, see "**Criteria for Discretionary Grant Applications.**" Programs in this category shall generally be funded for one year and a maximum of \$10,000. The applicant organization must meet the basic criteria for membership and the following requirements:

1. The target area derives direct identifiable benefits from the organization's services.
2. The organization's program is considered to meet a critical local need.
3. The Program has clearly stated goals/objectives achievable within the grant period.

**4. Community Program Grants:** Certain discretionary grants may qualify to become a Community Program Grant after the first year of funding if determined by The Fund that it (1) meets a broad, on-going local need, and (2) the

sponsoring group is not eligible to become a Member Agency.

## **B. CRITERIA FOR COMMUNITY FUND MEMBER AGENCY GRANTS**

All Community Fund Member Agencies shall meet the following basic criteria:

**1. Objectives and Program** - Services rendered by member agencies shall meet critical local needs and shall not duplicate services already being provided by an existing Community Fund Member Agency to the same population. The Member Agency shall give satisfactory evidence of its willingness to cooperate fully with other Agencies performing similar or related functions in The Fund's Target Area and with other organizations in its specific field. The Member Agency shall have demonstrated by the quality of its program and services that it contributes to the well being of The Fund's Target Area and warrants support through The Fund.

**2. Incorporation and Tax Exemption** - The Member Agency shall be an incorporated, not-for-profit, 501(c)(3) organization exempt from Federal and State income tax and registered as a charitable organization with the New York State Department of State (unless exempted by the Board of Directors of The Fund.) The Member Agency shall have a written constitution and/or by-laws that clearly define its mission, its organizational structure and the duties, authority and responsibilities of its governing body.

**3. Administration** - The Member Agency shall have a responsible and active governing body soundly constituted of reasonable size and rotation procedures. This governing body shall hold regular meetings on at least a quarterly basis and shall approve all policy decisions. The Member Agency shall have demonstrable community support as evidenced by volunteer participation and inter-agency relationships. The Member Agency shall have qualified professional staff. Under special circumstances some totally volunteer organizations may be funded. The Member Agency shall have an effective program for the use of volunteers, and shall maintain complete and accurate administrative and services records and reports. The Member Agency's physical plant shall be adequate for the purpose for which the Agency is maintained. The office hours or hours of service shall be such as to meet the needs of those served by the Member Agency. The Member Agency shall keep accurate records of all receipts and expenditures. The Fund may require an annual audited statement, by an independent certified public accountant or other licensed public accountant, with such a record filed with The Fund.

Agencies which are organized primarily for religious or political purposes shall not be eligible for participation. An agency operating under religious auspices must clearly distinguish both in its budget and program between those services of a health and welfare nature and those of a religious character.

**4. Non-Discrimination** - The Member Agency shall have a non-discrimination policy consistent with federal and state government relations. The Member Agency should function without regard to race, color, creed, sex or national origin, and should deliver services on the basis of need. The Member Agency shall have an Affirmative Action Plan for employment of staff, to the extent required by law.

**5. Financial Condition** - A Member Agency shall be in sound financial condition, and any indebtedness shall not be excessive. Fee policies shall be related to the cost of providing agency services as well as to the client's ability to pay for the services. Full data on the Agency's methods of self-support must be supplied by all funded Member Agencies.

## **C. CRITERIA FOR DISCRETIONARY GRANT APPLICATIONS**

In keeping with its mission to provide funding and support for local agencies and non-profit groups serving the health, education and welfare needs of the Target Area, The Fund will consider specific time-limited projects/programs or new initiatives when funding is available. The amount of such available funds may change from year to year and will be determined after funding is allocated to fund Member Agencies and continuing community programs. Priority will be given to projects that are deemed to meet critical community needs and for which there is no other source of funding available. Emphasis will be placed on projects which encourage collaboration across the community.

**Discretionary Grant Applications must include:**

- (1) The New York Area Common Application Form Cover Sheet
- (2) A 1-2 page narrative of agency and project to be funded
- (3) Funding Request – specific use of funds
- (4) Financials as appropriate (i.e., agency budget; project budget)
- (5) Plan to broadly publicize The Community Fund’s support
- (6) Community Fund Agreement where appropriate.

**There are certain guiding principles used to review such applications:**

- **Requests from Government/ Taxing Authorities and Schools**  
As a rule, The Fund does not fund services that are obligations of the local governments or school systems. These separately-incorporated taxing authorities have the power to levy taxes on residents to pay for mandated services. Where a service is not mandated to be provided by a local or other government/taxing authority and where that service is deemed to meet a specific community need that would not be met otherwise, The Fund can consider assistance. Likewise, where a school functions as a “community center” and provides social services or broad community education, The Fund can consider assistance.
- **Requests for Religious and/or Political Purposes**  
The Fund does not provide funds to groups which are organized primarily for religious or political purposes. An organization operating under religious auspices must clearly distinguish both in its budget and program between those services of a health and welfare nature and those of a religious character.
- **Requests for Recreational and Cultural Programs**  
Recreational sports leagues and cultural programs which generate revenue through participation fees are considered by The Fund to be self-financing. To the extent that there are safety concerns related to these activities, The Fund may consider applications for funding to address these needs (i.e.: request to purchase items such as safety kits, defibrillators, etc. will be considered). Programs which target a specific social need and “at risk” social group and provide a service unavailable elsewhere in the community may too be considered for funding.
- **Requests for Capital Projects**  
In general, The Fund does not provide funds for capital projects.

**D. COMMUNITY FUND GRANT APPLICATION PROCESS**

**Member Agency Grant** - Member Agency Grant Applications must be submitted to office by the specified date. Please send/deliver six (6) **hard copy** applications to The Community Fund office, 17 Sagamore Road, Bronxville, NY 10708.

The office will advise applicants of the need for any further information and if a personal interview is necessary. Applicants will be advised of any funding allocations by letter after the Annual Meeting in May. **We require that all groups awarded grants specifically recognize The Fund’s support in all its publicity, printed material, letters and articles/photos in the newspapers, website, etc.**

**Discretionary Grant** - Discretionary Grant Applications are accepted throughout the year. Please send/deliver one (1) hard copy application to The Community Fund office, 17 Sagamore Road, Bronxville, NY 10708.

The office will advise applicants of the need for any further information and if a personal interview is necessary. Applicants will be advised of any funding allocations by letter within 60 days of the request. **We require that all groups awarded grants specifically recognize The Fund’s support in all its publicity, printed material, letters and articles/photos in the newspapers, website, etc.**

**E. POLICY FOR REVIEWING FINANCIAL POLICIES FOR APPLICANT AGENCIES**

The Community Fund encourages Member Agencies and organizations applying for funding to maintain conservative financial policies. Specifically, as part of our review, we analyze financials for adherence to best practices including the following:

1. **Adequate reserves**, i.e. funding sufficient to cover one year's operating reserves, is considered fiscally responsible. Best practices encourage using a percentage of excess fund balances (over a one year's operating costs reserve) to help defray current operating expenses.
2. **Balanced budgets**, i.e.; Does the organization run a surplus or deficit? Are deficits a recurring problem? What are ways that deficits have been covered in the past? What assurance is there that deficits will not recur? How will they be covered in the future if they recur?
3. **Endowment**. The policy of The Fund is to provide support to agencies either to enable them to cover their annual operating expenses or the annual costs for a specific program/project. To the extent that an organization is raising substantial funds beyond a one-year financial reserve, The Fund will critically examine the need for support.
4. **Sound administrative and financial procedures**, This would include an active Board of Directors, Board Finance Committee, checks and balances on financial staff, at minimum.
5. **Evidence of financial and strategic planning**. Is the Board reviewing the financials on a regular basis (at minimum yearly)? What steps have been taken or are being taken to plan for future needs.
6. **Strategic collaboration/ mergers** with another agency, foundation or other group are encouraged where services can be maintained or increased as a result of the merger and the financial and administrative position can be bolstered.

#### **F. POLICY ON FUND-RAISING "BLACK-OUT PERIOD" FOR MEMBER AGENCIES**

The Community Fund requires that its Member Agencies receiving funding during a fiscal year agree not to solicit funds during the closed period in the fall, the "Blackout Period", except as approved by the Board of Directors.

This requirement enables The Community Fund to raise the maximum amount of funds during that period to provide grants to our member agencies and their programs serving the residents of Bronxville, Eastchester and Tuckahoe. This also provides a service to residents in the community, minimizing the number of solicitations they receive during this period, allowing them to make one contribution to impact many needs throughout the community.

In June, each Member Agency receiving a grant allocation is required to sign the following statement for the subsequent fiscal year:

"The Agency agrees not to conduct fund-raising activities during the Fund's closed period (October 1 through December 31 for solicitations; and October 16 through December 31 for events) within the Fund Target Area (i.e. Villages of Bronxville and Tuckahoe, New York, the Town of Eastchester, New York, and areas located in the 10708 zip code), either directly or indirectly, or any solicitation of funds whatsoever without the prior written consent of the Fund's Board of Directors."

Prohibited fund-raising activities are any activity that would impinge on The Community Fund's ability to raise money from residents in the Fund Target Area during the Annual Fall Campaign period. These include: (1) letter solicitations to residents in the Fund Target Area, (2) fund-raising events (or solicitations for fundraising events) run by the organization which target residents in the Fund Target Area, and (3) fund-raising events run by third parties that benefit the organization and which target residents in the Fund Target Area.

Retail store promotions which benefit a member agency would be exempt as long as the contribution to the agency

is in the form of a percentage (%) of sales or profits from the retailer, not a direct contribution from the purchaser. Notification of the promotion by the Member Agency to its donor list must be reviewed and approved by the Executive Director of the Community Fund prior to distribution.

Simple informational announcements (i.e. "Save the Date") which provide notice of events occurring in January or February are generally allowed, but must be reviewed and approved by the Executive Director of The Community Fund prior to distribution.

Where a situation arises which is not covered by the above policy, the Member Agency must contact the Executive Director of The Community Fund. The Executive Director will review the matter with the appropriate Community Fund Board Members and then notify the agency of the decision in a timely manner.

**NEW YORK AREA COMMON APPLICATION FORM- COVER SHEET**

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)

Date of Application:

Organization Name (Exact Legal Name):

Purpose of Funding (one Sentence):

Address of Organization:

Telephone Number:

Fax:

Executive Director:

Telephone Number:

E-mail:

\*Contact Person and title (if not Executive Director):

Telephone Number:

E-mail:

Is Your Organization an IRS501(c)(3):

If no, please explain:

Date of By-laws (Date of Last Amendment):

Grant Request: \$

Check one: \_\_\_\_\_ (1) Member Agency Grant

\_\_\_\_\_ (2) Conditional Member Agency Grant (contact office to discuss)

\_\_\_\_\_ (3) Discretionary Grant

\_\_\_\_\_ (4) Community Project Grant

*(See "Application Policies and Procedures - (A.) Grant Policies" or call the office 337-8808)*

Total Organizational Budget (for current year): \$

Dates Covered by Budget:

Project/Program Name (if applicable):

Total Project/Program Budget (if applicable): \$

Dates Covered by Budget:

**IMPORTANT: Please submit materials in the order requested below.**

NEW YORK AREA COMMON APPLICATION FORM PROPOSAL FORMAT

**I. PROPOSAL SUMMARY----** (one half page maximum) Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve and how you will spend the funds if a grant is made.

**II. NARRATIVE – (Five pages maximum)**

A. Background - **Describe the work of your AGENCY**, addressing each of the following:

1. A brief description of its **history and mission**.
2. The **need or problem that your organization works to address**, including the population that your agency serves.
3. **Current programs and accomplishments**. Please emphasize the achievements of the recent past.
4. Number of **paid full-time staff**; number of paid **part-time staff**; number of **volunteers**.

B. **Funding Request** - Please describe the programs for which you seek funding. Include the following:

1. A statement of its **primary purpose** and the need or problem that you are seeking to address.
2. The **population** the program serves and how this population will benefit from the program.
3. Provide demographics for the clients your agency served last year, **or the specific program you are requesting funding for served last year**, compared to the previous year as follows:

	<b># of people served Last year</b> <small>(Year-end is defined according to your financial statements)</small>	<i>Prior year</i>
<b>Bronxville Village</b>		
<b>Eastchester (not village)</b>		
<b>Tuckahoe</b>		
<b>Yonkers (10708)</b>		
<b>Other (Specify)</b>		
<b>Total Individuals Served</b>		

4. **Strategies** that you will employ to implement your programs.
5. **Staffing for the project** including the number of paid staff, number of volunteers and the names and qualifications of the individuals who will direct the project. Please include resumes of Key Staff as attachments. (See Section IV, Part B.)
6. How the program **contributes to your organization’s overall mission**

C. **Evaluation** - Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

**D. Revenue Plans**

Do you have specific fund-raising activities planned for your agency for the coming year?

Please describe your past fund-raising efforts, targeted groups of givers and relative success:

<u>Type of Fund-Raising</u>	<u>Target Group</u>	<u>Dollars Raised</u>
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**E. Planning**



Do you plan to offer any new programs or services in the next year?  
What resources human, financial, or otherwise will be needed to accomplish these goals?  
Do you foresee a reduction in terms of specific programs? Why?

**F. Collaborative Efforts.** Please identify relationships, both formal and informal, you have with other organizations which meet the same needs or provide similar services. **Please explain how you differ from these other agencies.**

**III. Community Fund Agreement**

Please include the following statements, signed by the Chief Executive Officer or President of the Board of Directors of the Organization

1. The Agency agrees not to conduct fund raising activities during the Fund's closed period (October 1 through December 31 for solicitations; and October 16 through December 31 for events) within the Fund Target Area (e.g. Villages of Bronxville and Tuckahoe, New York, the Town of Eastchester, New York, and areas located in the 10708 zip code); either directly or indirectly, without the prior written consent of the Fund's Board of Directors.
2. The Agency will keep The Community Fund informed of all matters of common concern and the Agency will submit to the Fund such reasonable information concerning finances, programs, proposed budget and other matters related to the agency's business and in such form as the Fund's Board of Directors or its Budget committee may request, including a certified annual audit of all accounts and holdings of the Agency.
3. The Agency agrees to identify that it is supported by The Community Fund in all its announcements, letterheads, brochures, all public relations and public information materials and news releases and that the Agency will display, at its headquarters and/or at its programs, a sign supplied by The Community Fund, stating that it is a Community Fund Supported Agency or that this is a Community Fund Supported Program.
4. Pursuant to the requirements of Section 174(d) of the Executive Law of New York State, the Agency hereby consents to the Fund's use of its name for the purpose of soliciting contributions.
5. Any allocation balance remaining unexpended or uncommitted in the Agency's account at the end of the Fund's allocation year, which is June 30, 2018, will revert back to the Fund.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

**IV. ATTACHMENTS – Please place all attachments in the FOLLOWING ORDER and label to correspond to the bold-faced capitalized items below.**

1. **OPERATING EXPENSE BUDGETS:** Your agencies operating expense budgets aligned side by side on the same page, for the current and most recent operating /fiscal year.
  - 1a. **OPERATING EXPENSE BUDGET FOR THE PROJECT/PROGRAM** (if specific project funding is requested): Include a list of each staff line separately and include % of time spent on project (if applicable). Indicate the specific uses of the requested grant, if possible.
2. **SUPPORTERS/SOURCES OF INCOME:** A list of foundation and corporate supporters, and other sources of income; aligned side by side on the same page with amounts, for your current and most recent operating/fiscal year.
  - 2a. **SOURCES OF INCOME TOWARD THE PROJECT/PROGRAM** (if specific project funding is requested): A list of all sources of income going toward the specific project; aligned side by side on the same page with amounts, same as above.
3. **SOLICITING FOR FUNDING:** A listing of the foundations, corporations and other sources that you are currently soliciting for funding, and to the best of your knowledge, the **status of your proposal** with each.
  - 3a. **SOLICITING FOR FUNDING FOR THE PROJECT/PROGRAM** (if specific project funding is requested): A listing of the foundations, corporations and other sources that you are currently soliciting for funding to support the project, and to the best of your knowledge, the **status of your proposal** with each.
4. A listing of your **BOARD OF DIRECTORS** (if applicable), with their affiliations and the dates that they meet during the year.
  - 4a. A listing of any **ADVISORY COMMITTEE / COUNCIL FOR THE PROJECT/PROGRAM** (if specific project funding is requested) with their affiliations and the dates that they meet throughout the year.
5. Copy of your **most recent IRS LETTER** indicating your agency's tax exempt status, or, if not available, an explanation.
6. One-paragraph **RESUMES OF KEY STAFF**, including qualifications relevant to the specific request.
7. No more than **three** examples of **RECENT ARTICLES AND/OR EVALUATIONS** of, your organization, if available.
8. **FINANCIAL STATEMENTS:** Your agencies **two most recent financial statements** (audited if available).
9. Your organizations most recent **ANNUAL REPORT**, if available.