



# THE COMMUNITY FUND

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BRONXVILLE • EASTCHESTER • TUCKAHOE

## *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.