



2012 GRANT APPLICATION GUIDELINES

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**Pre-application forms and grant applications will be available for
download one month before they are due at:
<http://www.cfgcr.org/upcominggrantdeadlines.php>**

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PURPOSE OF THIS PUBLICATION

This document provides an overview of The Community Foundation for the Greater Capital Region for:

- Grantees and other applicants seeking financial and/or other support
- Not-for-profit organizations, public, and governmental entities, as well as business and community groups seeking to form partnerships with the Community Foundation for community endeavors
- The general public, business community, press, and other media seeking information about the nature and scope of the Community Foundation's activities.

MISSION

The mission of the Community Foundation for the Greater Capital Region is to strengthen our community by attracting charitable endowments both large and small, maximizing benefits to donors, making effective grants and providing leadership to address community needs.

ABOUT THE COMMUNITY FOUNDATION

The Community Foundation helps promote philanthropy in our region by matching individuals, families, and organizations with the issues they care about, and providing them with efficient and cost-effective giving strategies. Our donors are as diverse as our community, and come to the Community Foundation for different reasons. What they share is a desire to ensure a brighter future for the Greater Capital Region.

The Community Foundation manages nearly 350 funds which are allocated to meet donors' philanthropic goals and the changing needs in our community. These charitable funds have granted over \$32 million since 1968. Often, multiple funds partner together to make grants with greater impact than one donor could make alone. All assets are collectively invested, offering donors access to investment strategies and management normally available only to large investors, thus allowing them to achieve maximum returns.

The majority of grants made by the Community Foundation each year are in partnership with individuals, families and organizations who ask the Foundation to facilitate their giving. Many of our donors enjoy the flexibility of Donor Advised Funds, which allow them to recommend grants to support specific charitable organizations or causes. **Several of our Donor Advised Funds have chosen to solicit applications for grants – these funds are described in this publication.**

The Foundation also manages several funds that allow discretion to make grants that fund innovative, creative projects and programs that are responsive to changing community needs. These funds, our "Community Impact Funds," are either Discretionary Funds – which allow the Foundation the flexibility to use its extensive knowledge of community issues and organizations to make grants that address emerging issues – or Field of Interest Funds, which give the Foundation grantmaking discretion within given areas of interest. With these Community Impact Funds, the Foundation utilizes the expertise of its staff and Board of Directors to identify opportunities to make grants that will have the most impact in the community. Community Impact Funds are described on page 6 of this document.

GENERAL GUIDELINES FOR GRANT APPLICATIONS

To be eligible for competitive grants, applicants must meet the following requirements:

- **Qualify under Section 501(c)(3) of the Internal Revenue Code as a not-for-profit organization OR operate under the fiscal sponsorship of an organization that does**
- **Serve residents and be located within the ten county Capital Region of New York State** (Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, and Washington Counties) ***unless otherwise indicated***

The general policy of the Community Foundation is to make grants for innovative, creative projects and programs that are responsive to changing community needs. In addition, the Community Foundation will consider challenge grants to new or emerging organizations for general operating expenses. **Grants for general operating expenses must be matched dollar for dollar with funding from other sources.**

The following are generally **not** eligible for competitive grants:

- Programs that the Community Foundation will have to operate
- Individuals
- Scholarship or fellowship programs
- Research
- Endowments
- Political, governmental, or religious activities
- Travel
- Conferences and speakers' expenses
- Advertisements in programs, journals, or other publications
- Special events and other fund raising events
- Annual appeals or membership contributions

PROCEDURES FOR 2012 – PLEASE READ CAREFULLY

In an effort to streamline and simplify our grant application process, a pre-application questionnaire is now required for all competitive grants.* Pre-application questionnaires for each fund are posted online approximately one month prior to their due date and should be submitted via email to Jackie Mahoney, Director of Grantmaking, at jmahoney@cfgcr.org. The questionnaires will be screened for eligibility and/or alignment with the donors'/Grants Committee's interests and intent. After review, program staff will contact each organization that has submitted a pre-application and will either invite the organization to submit a formal application or notify the organization of the reason for ineligibility.

Please note that the Pre-Application Questionnaire is the only information the committee will have to determine if an organization receives a formal application, so please be thorough.

If and when an organization is chosen to receive a grant, a Grant Agreement and Grant Provisions will be sent to the grantee for signature. These documents detail the requirements of the grant and applicants should retain their copy for future reference. Follow-up reports are required for all competitive grants. Due dates for follow-up reports are listed within the Grant Agreement. Please note that committees are made aware of any organizations who have not submitted their required follow-up reports; **failure to submit these reports will negatively impact an organization's opportunities for future grants!**

*The Assemblyman Robert Reilly Salary Fund (page 8), the Niskayuna Community Foundation (page 13), and the Standish Family MINI-GRANT Program (page 14) do NOT require a pre-application questionnaire. Please refer to the indicated procedures found within the descriptions of these funds.

Community Foundation Impact Grants

FUNDING PRIORITIES

The Foundation manages several funds that allow discretion to make grants that fund innovative, creative projects and programs that are responsive to changing community needs. These funds, our "Community Impact Funds," are either Discretionary Funds – which allow the Foundation the flexibility to use its extensive knowledge of community issues and organizations to make grants that address emerging issues – or Field of Interest Funds, which give the Foundation grantmaking discretion within given areas of interest. With these Community Impact Funds, the Foundation utilizes the expertise of its staff and Board of Directors to identify opportunities to make grants that will have the most impact in the community.

Most years, the Community Foundation is able to offer Community Impact Grants for a variety of projects, including capacity building efforts, programs that address homelessness, support for the arts, and more. The availability of these grants is entirely dependent upon our endowments' performance. **Unfortunately, due to the continuing volatility in the markets, in 2012 we are only able to offer Community Impact Grants for organizations and/or programs that address the needs of individuals with disabilities.** This includes organizations and/or programs that serve the needs of the mentally and/or physically disabled, including the hearing and sight impaired.

We appreciate your understanding during these challenging times.

GRANT SIZE & DURATION

Community Foundation Impact Grants usually range from \$1,000 to \$15,000. Grant period will not exceed one year.

SCHEDULE

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
February 29, 2012	April, 2012*	August, 2012

*Specific due date will be indicated on the formal application

The Arnold Cogswell Health Care Fund
(Formerly known as the Community Health Care Fund)

FUNDING PRIORITIES

The major goal of this Fund is to make grants to facilitate the development of better health care in the Capital Region.

The following types of organizations/programs are examples of those that would qualify for grants:

- Acute care hospitals
- Long-term care facilities for the aged, ill, or disabled
- Disease and treatment centers
- Medical colleges, nursing schools, or pharmacy colleges
- Allied health programs
- Community health centers, clinics, and programs
- Home-care programs for the aged, ill, or disabled
- Regional health planning groups or hospital consortia
- Disaster agencies
- Combinations of various health organizations

A grant may be made:

- To either new or established organizations
- For program costs (such as salaries/expenses) or for capital expenditures (such as building/equipment)

Special attention will be given to:

- New and/or innovative programs
- Cooperative efforts of several organizations
- Sharing in multiple source funding (private and/or public)
- Applicants demonstrating the importance of the Arnold Cogswell Health Care Fund grant to any overall building or equipment program

GRANT SIZE & DURATION

Grants from this fund usually range between \$5,000 and \$30,000. Multi-year funding will be considered, but the grant period may not exceed three years.

NOTE: As of April, 2012, the Arnold Cogswell Health Care Fund Committee has changed its application procedures. There will only be ONE round of grants each year, and we will no longer require pre-application questionnaires. All organizations interested in applying for a grant from this fund in 2012 should submit the full application by June 29, 2012. Please email Jackie Mahoney with questions at jmahoney@cfgcr.org.

SCHEDULE

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
January 18, 2012	February 8, 2012	March, 2012
June 6, 2012	June 29, 2012	October/November, 2012
September 12, 2012	October 3, 2012	December, 2012

Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal's progress.

The Assemblyman Robert Reilly Salary Fund

Robert P. Reilly was elected in 2006 to the New York State Assembly after years of community involvement. He represents the 109th Assembly District, which includes the towns of Colonie, Clifton Park and Halfmoon of New York State. As a selfless politician, Assemblyman Reilly ran for office making a very unique promise to donate his entire salary to charity. Therefore, the Assemblyman Robert Reilly Salary Fund was established at the Community Foundation for proactive grant making. A committee appointed by Assemblyman Reilly will select and recommend the amounts and recipients of grants from this fund. *The Assemblyman will not be involved in the final allocation of grants.*

FUNDING PRIORITIES

In selecting recipients, the committee will consider a broad range of organizations whose revenues derive principally from charitable giving, whose objectives and activities are encouraged by most observers and whose focus is localized in Colonie, Clifton Park, and Halfmoon. Preferred areas of activity will include, but not be limited to, social, educational, cultural, and environmental fields. This includes care and assistance for those in need and certain planning / economic development activities. The committee will not favor activities that are political, religious, or controversial in nature. Preference will be given to proposals from organizations whose directors are active as volunteers and/or donors.

The Assemblyman Robert Reilly Salary Fund **will not** give to annual fund drives or to individuals.

GRANT SIZE & DURATION

Grant requests from this fund should not exceed \$10,000 and the grant period will not exceed one year.

PROCEDURE

Interested applicants should email the Director of Grantmaking at jmahoney@cfgcr.org to receive an application.

SCHEDULE

Applications Due:	Decisions Will Be Made:
December 5, 2012	February 2013

The Barry Alan Gold Memorial Fund

Barry Alan Gold, (1945 – 2002), enjoyed a national reputation as a health care attorney. Always an advocate and teacher, Barry dedicated his life to striving for equality in all spheres. He accomplished this through pro bono work, charitable giving, and volunteering.

The Barry Alan Gold Memorial Fund, a Donor Advised Fund of the Community Foundation for the Greater Capital Region, works to sustain Barry's legacy of giving back to his community to ensure everyone has improved access to services and benefits.

FUNDING PRIORITIES

This fund will accept proposals from organizations that seek to improve access to legal services, health care services, childcare/family services and the arts in the Capital Region.

GRANT SIZE & DURATION

Grant requests from this fund should not exceed \$5,000 and the grant period will not exceed one year.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
May 9, 2012	June – July, 2012*	September 2012

*Specific due date will be indicated on the formal application

The Bender Family Foundation

Click [HERE](#) for the full Bender Family Foundation Application Process

FUNDING PRIORITIES

The Bender Family Foundation works to foster, preserve and fund the arts, culture, education, history, and environment of the New York State Capital Region. Preference is given to projects in the City and County of Albany; however, the area within a radius of 60 miles measured from the site of the present New York State Capitol building will also be considered.

- The Foundation accepts proposals from organizations whose directors are active as volunteers, directors, or donors
- The Foundation will award challenge grants and will permit grants to be used as matching funds for other foundation grants
- Priority is given to Albany County projects
- The Foundation will accept requests for grants to support capital campaigns and capital expenditures
- Grants will not be made to the same organization in consecutive years
- The Foundation **does not** make grants to individuals or support annual fund drives

GRANT SIZE & DURATION

Grants from this fund usually range between \$5,000 and \$10,000. Multi-year grants may be considered when appropriate.

The pre-application questionnaire is available at www.TheBenderFamilyFoundation.org

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
March 14, 2012	May – June, 2012*	September 2012

*Specific due date will be indicated on the formal application

The Bender Scientific Fund

FUNDING PRIORITIES

The Bender Scientific Fund was established for the exclusive purpose of making grants to support and promote discovery and development in medicine, science, and technology in the Capital District. Grants may be made to fund 1) research in medicine, biotechnology, and life sciences, 2) educational and information-sciences projects related to medicine, biotechnology, and life sciences.

The Fund is especially interested in research that addresses beginning research studies and in educational projects that would promote continuing discovery and learning. To this end, we encourage smaller not-for-profit organizations and schools to apply for funding for projects that promote further exploration of medicine, biotechnology, and life sciences by young people.

- The Fund will not support institutional overhead, nor will it fund conferences or meetings
- Projects involving human subjects, use of vertebrate animals, hazardous materials, or recombinant DNA require special consideration.
- Funding is not routinely designated for salaries or per diems, but will be considered when justified

GRANT SIZE & DURATION

Grants from this fund usually range between \$1,000 and \$10,000. Grants period will not exceed one year.

SCHEDULE

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
March 28, 2012	May, 2012*	July, 2012
August 1, 2012	September, 2012*	November, 2012

*Specific due date will be indicated on the formal application

The Kevin J. Butler Foundation

FUNDING PRIORITIES

The Kevin J. Butler Foundation, a Donor Advised Fund of The Community Foundation for the Greater Capital Region, works to improve awareness, education, resources, treatment and family support for Mesothelioma in the Capital Region. For these grants, the Capital Region is defined as the area encompassing Albany, Schenectady, Saratoga, and Rensselaer Counties.

The Kevin J. Butler Foundation was formed in memory of Kevin J. Butler, 1957 - 2006, who succumbed to the disease. The Foundation, over time, will expand its support to other specified Capital District charities, which exemplify Kevin's life.

GRANT SIZE & DURATION

Grants from this fund are usually between \$1,000 and \$20,000. Grant period will not exceed one year.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
September 12, 2012	October, 2012*	December, 2012

*Specific due date will be indicated on the formal application

The Niskayuna Community Foundation

FUNDING PRIORITIES

In considering a grant request, the Niskayuna Community Foundation places the highest priority on projects that address significant community issues, are result-oriented, encourage the involvement and participation of diverse and ethnic groups, demonstrate a true funding need, and empower people to take control over their lives and environment.

Grants may be awarded in the following fields: health and human services, arts and culture, community development, conservation and historic preservation, and recreation. Grants may also be used for capital projects, which may include equipment purchases.

To be eligible for funding, applications must meet the following requirements:

- Serve residents who live in the town or school district of Niskayuna
- Organizations can also be sponsored by the Town of Niskayuna or the Niskayuna School District

GRANT SIZE & DURATION

Grants made for the Competitive Grant program may not exceed \$5,000. Grant requests below \$1,000 may be considered under the mini-grant program. The grant period may not exceed one year in duration.

PROCEDURE

Interested applicants should submit a letter of inquiry to the Niskayuna Community Foundation no later than March 7, 2012. The letter should briefly describe the organization's mission, recent achievements, a brief outline of the needs, problems or opportunities to be addressed by the grant, and specifics about the grant requested, as well as total costs. These letters should be sent to:

Niskayuna Community Foundation

PO Box 9711

Niskayuna, New York 12309

Applicants may submit only one application to the regular competitive grantmaking program per year. For information regarding the program please contact the following individuals:

William Mcpartlon : wmcpart@nycap.rr.com

The Standish Family Fund

FUNDING PRIORITIES

The Standish Family Fund, a Donor Advised Fund of The Community Foundation for the Greater Capital Region, works to improve education and the lives of our youth in the Capital Region. For this fund, the Capital Region is defined as the area encompassing Albany, Schenectady, Saratoga and Rensselaer Counties.

GRANT SIZE & DURATION

Grants from this fund usually range between \$1,000 and \$30,000. Grant period will not exceed one year.

The pre-application questionnaire is available at www.cfgcr.org/sff/index.htm

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
July 25, 2012	Sept. - Oct., 2012*	December, 2012

*Specific due date will be indicated on the formal application

***Mini-Grant Program**

FUNDING PRIORITIES

The Standish Family's Mini-Grant Program seeks to address the challenges of society or education through small grants to legally incorporated, IRS 501(c) 3 charitable organizations for projects and programs focusing on youth and education. Mini-grants are limited to opportunities in Albany, Rensselaer, Saratoga and Schenectady counties. The program is advised by the third generation of the Standish Family.

GRANT SIZE & DURATION

Grants from this fund are usually \$1,000 or less.

PROCEDURE

Interested applicants should submit a one page letter of interest to the Director of Grantmaking at jmahoney@cfgcr.org. There is no formal application.

SCHEDULE

Letter of Interest Due:
July 25, 2012
November 7, 2012

The Times Union "Hope Fund"

FUNDING PRIORITIES

The Times Union "Hope Fund" works to provide philanthropic support in the Capital Region to after-school and summer programs. The fund's emphasis is on expanding after-school and summer programs for low income and at-risk children, which will have a significant impact on the quality of life for children in the Capital Region.

There are two focus areas for "Hope Fund" grants –summer programs and after-school programs.

GRANT SIZE & DURATION

Organizations can apply for up to \$10,000 annually. Grant period will not exceed one year.

PROCEDURE

The Pre-Application Questionnaire can be found at www.timesunion.com/hopefund.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
February 15, 2012	April - May, 2012	June, 2012

*Specific due date will be indicated on the formal application

The William and Mary Barnet Supporting Organization

FUNDING PRIORITIES

The specific funding priorities of The William and Mary Barnet Foundation are interfaith ventures and other programs that reduce discrimination within the Greater Capital Region. As a supporting organization, The William and Mary Barnet Foundation supports the mission of The Community Foundation for the Greater Capital Region.

GRANT SIZE & DURATION

Grants from this fund usually range between \$1,000 and \$10,000. Grant period will not exceed one year.

SCHEDULE

Pre-Application Questionnaire Due:	Formal Applications Due:	Final Decisions Will Be Made:
March 21, 2012	April - May, 2012*	July 28, 2012

*Specific due date will be indicated on the formal application