



THE REGIONAL CENTER FOR PHILANTHROPY

## 2010 GRANT APPLICATION GUIDELINES

The Community Foundation for the Greater Capital Region  
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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.

## **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 340 funds which are allocated to meet donors' philanthropic goals and the changing needs in our community.

These charitable funds have granted over \$30 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, and achieving 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 give it discretion to make grants that fund innovative, creative projects and programs that are responsive to changing community needs. These funds are either Unrestricted 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 discretionary 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.

## **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.

## **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 non-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***

Upon approval, 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.

## Community Foundation Impact Grants

### FUNDING PRIORITIES

Eligibility. 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 not eligible for our Community Foundation Impact 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

Due to restrictions placed on some of our funds by our donors, preference is given to organizations and/or programs that address the following issues:

Disabilities: Organizations/programs that serve the needs of the mentally and/or physically disabled, including the hearing and sight impaired.

Homelessness: Organizations/programs that serve the needs of the homeless population.

Classical Music: Organizations/programs that benefit the field of classical music. This may include, but is not limited to, classical music performance, teaching and the commissioning of new works.

Capacity-Building Grant Initiative: The Community Foundation offers small, flexible grants to support some of the costs associated with organizational capacity-building. Capacity-building efforts include projects designed to generate new strategies to improve an organization's ability to serve the community, more effectively carry out its mission and plan for the future. (Maximum grant award \$2,500)

### GRANT SIZE & DURATION

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

### PROCEDURE

To apply for a Community Foundation Impact Grant, a letter of inquiry is required. Letters of inquiry are accepted during March and April. The letter of inquiry should tell us about the organization and its mission, the project for which support is sought, and the requested grant amount. The letter of inquiry **should not exceed two pages** and should be emailed to [jmahoney@cfqcr.org](mailto:jmahoney@cfqcr.org).

After being screened for eligibility, the applicant will either will be invited to submit a formal application or notified of the reason for ineligibility. The applicant will then be supplied with a grant application form and the deadline for submission to be considered by the Grants Committee.

**SCHEDULE**

Letters of inquiry are accepted in February and March.

<b>Applications Due:</b>	<b>Decisions Will Be Made:</b>
April 1, 2010	August, 2010

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

**FUNDING PRIORITIES**

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

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

- Acute Care Hospitals, long-term care facilities for the aged, ill and disease and treatment centers
- Medical colleges, nursing schools, pharmacy colleges, allied health programs
- Community health centers, clinics and programs, home care for the ill, aged and disabled, childcare for health and social counseling programs
- Regional health planning groups, 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:

- Grant requests for new and/or innovative programs
- Grant requests for the cooperative efforts of several organizations
- Grant requests for sharing in multiple source funding (private and/or public)
- The importance of the Arnold Cogswell Health 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.

**PROCEDURE**

Interested applicants should submit an email inquiry to [jmahoney@cfgr.org](mailto:jmahoney@cfgr.org) briefly describing the organization, the proposed program and the amount of the request. The inquiry should not exceed two pages. After review, program staff will contact the applicant to discuss the submission of a full application.

**SCHEDULE**

The Health Care Advisory Committee generally meets quarterly. The schedule for 2010 is outlined below:

**Community Health Care Fund Deadlines**

<b>Applications Due:</b>	<b>Decisions Will Be Made:</b>
January 13, 2010	March 2010
June 1, 2010	August 2010
October 4, 2010	December 2010

**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 109<sup>th</sup> 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 and 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@cfqcr.org](mailto:jmahoney@cfqcr.org) to receive an application.

**SCHEDULE**

Grants are made once a year.

<b>Applications Due:</b> December 1, 2010	<b>Decisions Will Be Made:</b> February 28, 2011
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## **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.

### **PROCEDURE**

**A Pre-application Questionnaire is required.** If the Pre-Application Questionnaire is accepted, the organization will be invited to submit a formal application.

### **SCHEDULE**

<b>Pre-Applications Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
May 10, 2010	June, 2010	June – July, 2010*	September 30, 2010

\*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.

### **PROCEDURE**

A pre-application questionnaire is required – the questionnaire is available at [www.TheBenderFamilyFoundation.org](http://www.TheBenderFamilyFoundation.org) and should be submitted via email. If the pre-application questionnaire is accepted, the Foundation's Trustees will invite applicants to submit a formal proposal.

### **SCHEDULE**

The Bender Family Foundation makes grants once a year.

#### **The Bender Family Foundation Deadlines:**

<b>Pre-Applications Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
March 15, 2010	April – May, 2010	May – June, 2010*	September 30, 2010

\*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 studies and in educational projects that promise foundations for continuing discovery and learning. To this end, we invite smaller not-for-profit organizations and schools to apply for funding for projects that encourage young people to continue exploring medicine, biotechnology and life sciences.

- The Fund will not support institutional overhead or other direct costs, including employee salaries, conferences or meetings funding
- Projects involving human subjects, use of vertebrate animals, hazardous materials or recombinant DNA require special consideration. Applicants should prepare a brief description of the project and contact Jackie Mahoney, Director of Grantmaking, at (518) 446-9638 or [jmahoney@cfgr.org](mailto:jmahoney@cfgr.org)

### **GRANT SIZE & DURATION**

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

### **PROCEDURE**

Applications are available upon request from the Director of Grantmaking by emailing [jmahoney@cfgr.org](mailto:jmahoney@cfgr.org).

### **SCHEDULE**

The Bender Scientific Fund makes grants twice a year.

#### **The Bender Scientific Fund Deadlines:**

<b>Applications Due:</b>	<b>Decisions Will Be Made:</b>
May 31, 2010	July, 2010
September 29, 2010	November, 2010

## **The Equinox – Albany Community Foundation Fund**

### **FUNDING PRIORITIES**

The Equinox - Albany Community Foundation Fund works to provide philanthropic support in the Capital Region, with emphasis on health, education, the arts, housing and the advancement of science that demonstrates a significant impact on the quality of life in the Capital Region.

### **GRANT SIZE & DURATION**

Grants from this fund usually range between \$5,000 and \$20,000. Grant period will not exceed one year.

### **PROCEDURE**

A Pre-Application Questionnaire is required and should be emailed. Please email a short paragraph describing your project and the amount of funding needed to [jmahoney@cfgr.org](mailto:jmahoney@cfgr.org). Upon receipt of this email, the Director of Grantmaking will send the Pre-Application Questionnaire. The Committee will review all Pre-Application Questionnaires; if the Pre-Application Questionnaire is accepted, the Committee will request a formal application.

### **SCHEDULE**

The Equinox – Albany Community Foundation Fund meets once a year. The schedule for 2010 is outlined below.

#### **The Equinox – Albany Community Foundation Fund Deadlines:**

<b>Pre-Applications Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
September 1, 2010	October 4, 2010	Oct. – Nov., 2010*	December 30, 2010

\*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 the grants, the Capital Region is defined as the area encompassing Albany, Schenectady, Saratoga and Rensselaer Counties.

The 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.

### **PROCEDURE**

A Pre-Application Questionnaire is required and can be emailed. Please email a short paragraph describing your project and the amount of funding needed to [jmahoney@cfqcr.org](mailto:jmahoney@cfqcr.org). Upon receipt of this email, the Director of Grantmaking will send the Pre-Application Questionnaire. The Committee will review all Pre-Application Questionnaires; if Pre-Application Questionnaire is accepted, the Committee will request a formal Application.

### **SCHEDULE**

<b>Pre-Applications Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
May 12, 2010	June, 2010	June – July, 2010*	September 30, 2010

\*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:

- Qualify under Section 501(c)(3) of the Internal Revenue Code as a nonprofit organization or operate under the fiscal sponsorship of an organization that does
- 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 4, 2010. 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](mailto:wmcpart@nycap.rr.com)

**Richard Holt**: [niskyrah@yahoo.com](mailto:niskyrah@yahoo.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.

### **PROCEDURE**

**A Pre-application Questionnaire is required.** If the Pre-Application Questionnaire is accepted, a formal application will be requested.

### **SCHEDULE**

<b>Pre-Applications Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
August 3, 2010	September 2010	Sept. - Oct., 2010*	December, 2010

\*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 usually are \$1,000 or less.

### **PROCEDURE**

Interested applicants should submit a one page letter of interest to the Director of Grantmaking at [jmahoney@cfgr.org](mailto:jmahoney@cfgr.org). There is no formal application.

### **SCHEDULE**

<b>Applications Due:</b>
August 3, 2010
November 1, 2010

**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.

**GRANT SIZE & DURATION**

Organizations can apply for up to \$20,000 annually.

**PROCEDURE**

A Pre-Application Questionnaire is required and can found at [www.timesunion.com/hopefund](http://www.timesunion.com/hopefund). If the Pre-Application Questionnaire is accepted, a formal proposal will be requested by the “Hope Fund” agency review committee. 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. The formal application requires an application form, which will be emailed.

There are two grant cycles for the “Hope Fund” – one for summer programs and one for after-school programs.

**SCHEDULE**

**Timeline for SUMMER PROGRAMS**

<b>Pre-Applications Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
January 4, 2010	February 3, 2010	Feb. – March, 2010*	April 1, 2010

**Timeline for AFTER-SCHOOL PROGRAMS**

<b>Pre-Applications Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
March 1, 2010	April 1, 2010	April – May, 2010*	June 1, 2010

\*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.

**PROCEDURE**

To apply for a grant, a pre-application is required. The letter of inquiry should tell us about the organization and its mission, the project for which support is sought, and the requested grant amount. The letter of inquiry should not exceed two pages. If the letter of inquiry is approved, a formal application will be sent.

**SCHEDULE**

The William and Mary Barnet Supporting Organization provides grants once a year.

**William and Mary Barnet Supporting Organization Deadlines:**

<b>Pre-Application Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
February 1, 2010	March – April, 2010	April - May, 2010*	July 28, 2010

\*Specific due date will be indicated on the formal application

## **The Women's Fund of the Capital Region**

The Women's Fund of the Capital Region is a collaboration of The Community Foundation for the Greater Capital Region and United Way of the Greater Capital Region. The Women's Fund promotes the independence, growth, and self-determination of women and girls by supporting projects that create systemic change and move women and girls toward financial stability and independence.

### **FUNDING PRIORITIES**

The Women's Fund of the Capital Region supports programs and initiatives that directly address the challenges faced by women and girls as presented in the background section above. The Women's Fund encourages organizations to work collaboratively to overcome these challenges. Through effective collaboration, organizations can develop cohesive and comprehensive responses to one of the following two priorities:

⇒ **Women** simultaneously face multiple barriers to financial stability and independence. To successfully navigate through these barriers, women need multi-faceted guidance and support. Specifically, The Women's Fund is most interested in funding initiatives which:

- Promote sustained financial stability and independence for women
- Provide guidance and support to women working toward the goal of financial stability and independence

⇒ **Girls** receive many messages early in their lives that make it difficult for them to achieve financial stability and independence as women. The Women's Fund seeks to support projects that (1) provide long-term and sustained support for at-risk girls, and/or (2) encourage greater career awareness in all girls. Consequently, The Women's Fund solicits grant applications from organizations which:

- Help girls develop a positive sense of self
- Help girls develop and use valuable new skills and competencies
- Provide opportunities for girls to experience and understand the full range of opportunities and career choices

Grant funds must be used only to serve women and girls within Albany, Rensselaer, Schoharie, Schenectady and/or Saratoga Counties.

### **GRANT SIZE & DURATION**

Grants may be awarded in amounts up to \$20,000.

### **PROCEDURE**

A Pre-Application Questionnaire is required and can be emailed. Please email a short paragraph describing your project and the amount of funding needed to [jmahoney@cfgcr.org](mailto:jmahoney@cfgcr.org). Upon receipt of this email, the Director of Grantmaking will send the Pre-Application Questionnaire.

Please email the completed pre-application to [jmahoney@cfgcr.org](mailto:jmahoney@cfgcr.org). *Please note that the Pre-Application is the only information The Women's Fund Grants Committee will accept to determine if an organization will be invited to submit a formal grant application. Consequently, a concise but thorough pre-application is required.*

<b>Pre-Applications Due:</b>	<b>Pre-Applications Reviewed:</b>	<b>Formal Applications Due:</b>	<b>Final Decisions Will Be Made:</b>
November 1, 2010	December 2010	January 2011	March 2011