



B'nai B'rith Gideon Foundation

The Community Foundation for the Greater Capital Region
Six Tower Place, Albany, NY 12203 | Phone: (518) 446-9638 | Fax: (518) 446-9708

Grant Guidelines

Mission

The B'nai B'rith Gideon Foundation was established to support rental housing and/or related social and recreational facilities for low-income elderly individuals, persons with disabilities and families of low-income residents living in New York State's Capital Region.

Eligibility

Potential applicants must meet the following requirements:

- Applicants for funding should represent rental organizations serving low-income elderly populations, persons with disabilities, and low-income families.
 - Additionally, organizations serving low-income elderly populations, persons with disabilities, and low-income families who are living in rental organizations, are also eligible to apply.
- The applicant organization must fit with the mission of B'nai B'rith Gideon Foundation.
- The applicant organization must be designated as a nonprofit organization by Internal Revenue Code 501(c)(3).
- Grants are made to organizations, not to individuals.
- The applicant organization must be governed by an active board of directors.
- A formal audit of the organization's financial information must be conducted annually or an IRS Form 990 must be submitted.
- Grants are typically awarded for a one-year project and for sums between \$5,000 and \$25,000.
- The pre-application questionnaire is due April 12, 2018. If an organization is invited to submit a formal application, a link to the formal application will be emailed to you, along with the due date.

Pre-Application and Formal Application Submission

Pre-application questionnaires will be reviewed by the Advisory Committee. Please note that the pre-application questionnaire is the only information the Advisors will have to determine if an organization will receive a formal application, so be thorough. All pre-applicants will receive notification of the Advisory Committee's decision by email.

Organizations that are invited to submit a formal proposal will receive an email with the link to the formal application, along with relevant due dates. Applicants must complete full applications using the online system and upload all required attachments. An email will be sent acknowledging receipt of the application.

Review Process

Community Foundation staff will conduct an initial review of the proposal. Advisors of the B'nai B'rith Gideon Foundation will review and discuss all complete applications. Advisors will consider the following criteria:

- Project/program fits with the mission of B'nai B'rith Gideon Foundation
- Number of people being served
- Projected impact of the program and measurable outcomes
- Ability to implement and sustain the program
- Justification of program budget versus organizational budget
- Contributions of board of directors through monetary means and/or volunteer time

Site visits to applicant organizations may be necessary. If a site visit is indicated, applicants should be prepared to provide a tour of facilities and copies of publications, reports or other material germane to the proposal. Applicants will be kept informed of their proposal's progress.



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Conditions of Award

Awardees must agree with the following conditions:

- Funds awarded shall be used in accordance with the submitted and approved proposal and accompanying budget. If a delay of more than three months in completion of a project is anticipated, the B'nai B'rith Gideon Foundation should be notified immediately. Any unused funds must be returned to the B'nai B'rith Gideon Foundation.
- At the midpoint of the grant period (assumed to be six months for most awards), a follow up report may be requested. A final report must be submitted within 60 days of the completion of the project (assumed to be 14 months after the award).
- Grant awardees issuing publicity announcements describing programs funded by the B'nai B'rith Gideon Foundation **must** include the name of the Foundation in a credit line or other disclosure. Copies of the publicity piece must be provided to the Foundation.

Questions or Requests for Assistance

Do not contact the advisors of the B'nai B'rith Gideon Foundation directly.

Questions regarding the grant review process should be directed to:

Shelly Connolly, Program Officer | sconnolly@cfgcr.org
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