



Times Union “Hope Fund” of The Community Foundation for the Greater Capital Region

Mission

The major emphasis of the Times Union “Hope Fund” 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. Organizations may apply for up to \$5,000 annually in grant funding.

Application Submission

An online pre-application questionnaire is required. 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.**

Review Process

An initial review of the pre-application questionnaire will be conducted by Community Foundation staff. Applicants may be contacted for additional information. Applications not conforming to the accompanying guidelines will be asked to resubmit.

The “Hope Fund” agency review committee will discuss all complete pre-application questionnaires, as well as subsequent formal applications. Site visits to applicant organizations with which the committee is unfamiliar are likely. Applicants should have the following information available at that time:

- Brochures, annual reports or other descriptive materials (if available); and
- Descriptions of key staff, including qualifications.

Time Line

- Pre-applications for **after-school programs** and **summer programs** are due February 15, 2018, and will be reviewed by March 2018. If the organization is invited to submit a formal application, it will be due in April - May 2018 and decided upon by June 30, 2018.

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

Post-Grant Requirements

Grant recipients are required to submit a written evaluation of the project at 6 months and within 60 days of the conclusion of the grant period. In the case of multi-year grants, more frequent reporting may be required. Site visits by the committee of the Times Union “Hope Fund” will be conducted at the discretion of the committee during the course of the grant period.

Questions regarding the grant review process should be directed to:

Shelly Connolly, Program Officer | sconnolly@cfgcr.org
The Community Foundation for the Greater Capital Region
6 Tower Place, Albany, NY 12203 | (518) 446-9638