

Children's Foundation of Erie County

Betsy Mitchell
President

Anne Denman
Treasurer

GRANT APPLICATION FORMAT

Information must be given **in the following order**:

1. **COVER SHEET** [maximum length = one page]
 - Total dollar amount being requested from the Children's Foundation
 - Name, mailing address, zip code of organization
 - Phone, fax, e-mail, if available
 - Contact person's name (and address/phone/fax if different from organization)
 - A statement summarizing the purpose/activities of the organization [3 sentence max.]
 - A statement summarizing this grant request [2 sentences = maximum]
 - Total project budget [note total dollar amount only]
 - The period this grant will cover
 - Signature of the organization's director or board chair
 - Date of grant submission
2. **NARRATIVE** [max. length = 3 double spaced or 2 single spaced pages / 11 pt. font size or larger]

ORGANIZATION INFORMATION:

- Brief summary of organization's history
- Brief statement of organization's mission and goals
- Brief description of current programs, activities, and accomplishments

PURPOSE of GRANT:

- Statement of needs, problems to be addressed
- Description and number of children to be served and how they will benefit
- Description of project goals and objectives (measurable if possible) and statement as to whether this is a new or ongoing program
- Plans to accomplish goals and objectives and timetable for implementation
- List of other organizations with whom you are collaborating on this project and their role(s)
- Statement about what other organizations (if any) in the community are doing similar projects
- Long term strategies for funding this project after this grant period

EVALUATION:

- Statement of how you define and measure success for this project
- How will evaluation results be used, disseminated, and/or replicated

3. **FINANCES / ATTACHMENTS**

- Project Budget [detailed budget and/or spreadsheet. Include further explanation if necessary]
- Organization's current annual operating budget
- Copy of most recent IRS determination letter indicating 501 [c] (3) status
- List of current Board of Directors / Key Staff involved in project to be funded
- List amounts requested of other foundations, corporations, and funding sources to whom you have submitted requests for this project and status of request, if known

P.O. Box 560
Kenmore, New York 14217 / 877-0418

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Regular Grants

The charter of the Children's Foundation of Erie County dictates that grants may be awarded only to 501-C-3, not for profit organizations. No grants may be awarded to individuals.

Grants must serve the DIRECT NEEDS of children between the ages of 0-18 years old, whose permanent residence is in Erie County, New York.

It is NOT the intention of the Children's Foundation to fund endowments, but rather to expend funds so as to directly benefit children.

Grants MAY be used to fund equipment or building renovations that directly affect the well being of the children served.

Grants MAY be used to fund salaries of personnel necessary to run programs that directly benefit children.

Grant requests MUST follow the enclosed GRANT APPLICATION FORMAT. Requests that do not follow the Children's Foundation Grant Application Format will not be considered.

REGULAR GRANTS are awarded on an annual basis by the Board of Trustees. Regular grants are generally between \$2,000 - \$5,000

The deadline for Regular Grants is JANUARY 30.

Grant requests should be sent to:

*Anne M. Denman
Children's Foundation Treasurer
P.O. Box 560
Kenmore, New York 14217*

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