



## ***DISCRETIONARY GRANT APPLICATION POLICIES AND PROCEDURES***

**The Community Fund of Bronxville - Eastchester - Tuckahoe, Inc.**

**Updated December 20, 2017**

### **GRANT POLICIES**

The Community Fund of Bronxville Eastchester Tuckahoe, Inc.'s ("The Fund") mission is to provide funding and support for local agencies and non-profit groups serving the health, education and welfare needs of residents in the villages of Bronxville and Tuckahoe, New York, the Town of Eastchester, New York, and areas located in the 10708 zip code ("the Target Area".) Funding is determined based on a number of factors including community needs, distribution of existing services, impact on the community, population served, quality of administration/service, collaboration, and financial condition. Also, The Community Fund may take the initiative in seeking out and encouraging an agency or program to apply for funding to meet a community priority.

Discretionary grants are meant to fund either a specific time-limited project/program or provide seed money for a new initiative. Discretionary grants shall generally be funded for one year and a maximum of \$10,000. The applicant organization must meet the basic criteria for membership and the following requirements:

1. The target area derives direct identifiable benefits from the organization's services.
2. The organization's program is considered to meet a critical local need.
3. The program has clearly stated goals/objectives achievable within the grant period.

### **CRITERIA FOR DISCRETIONARY GRANT APPLICATIONS**

In keeping with its mission to provide funding and support for local agencies and non-profit groups serving the health, education and welfare needs of the Target Area, The Fund will consider specific time-limited projects/programs or new initiatives when funding is available. The amount of such available funds may change from year to year and will be determined after funding is allocated to fund Member Agencies and continuing community programs. Priority will be given to projects that are deemed to meet critical community needs and for which there is no other source of funding available. Emphasis will be placed on projects which encourage collaboration across the community.

#### **Discretionary Grant Applications must include:**

- (1) The New York Area Common Application Form Cover Sheet
- (2) A 1-2 page narrative of agency and project to be funded
- (3) Funding Request – specific use of funds
- (4) Financials as appropriate (i.e., agency budget; project budget)
- (5) Plan to broadly publicize The Community Fund's support
- (6) Community Fund Agreement where appropriate.

There are certain guiding principles used to review such applications:

- Requests from Government/ Taxing Authorities and Schools  
As a rule, The Fund does not fund services that are obligations of the local governments or school systems. These separately-incorporated taxing authorities have the power to levy taxes on residents to pay for mandated services. Where a service is not mandated to be provided by a local or other government/taxing authority and where that service is deemed to meet a specific community need that would not be met otherwise, The Fund can consider assistance. Likewise, where a school functions as a “community center” and provides social services or broad community education, The Fund can consider assistance.
- Requests for Religious and/or Political Purposes  
The Fund does not provide funds to groups which are organized primarily for religious or political purposes. An organization operating under religious auspices must clearly distinguish both in its budget and program between those services of a health and welfare nature and those of a religious character.
- Requests for Recreational and Cultural Programs  
Recreational sports leagues and cultural programs which generate revenue through participation fees are considered by The Fund to be self-financing. To the extent that there are safety concerns related to these activities, The Fund may consider applications for funding to address these needs (i.e.: request to purchase items such as safety kits, defibrillators, etc. will be considered). Programs which target a specific social need and “at risk” social group and provide a service unavailable elsewhere in the community may too be considered for funding.

#### **DISCRETIONARY GRANT APPLICATION PROCESS**

Due to the rolling application process throughout the year, all discretionary grants will be evaluated by the Executive Committee. Discretionary grants will be voted upon by the Executive Committee at a meeting or via email or other electronic means, and approval will require a unanimous approval by all members of the Executive Committee. Discussion of discretionary grants may occur during Board and Executive meetings, and voting will occur during a meeting or email/other electronic means by the Executive Committee. Evaluation co-chairs or other members of the Executive Committee may provide a summary of the proposal via email/other electronic means.

**Discretionary Grant** - Discretionary Grant Applications are accepted throughout the year. Please send/deliver one (1) hard copy application to The Community Fund office, 17 Sagamore Road, Bronxville, NY 10708.

The office will advise applicants of the need for any further information and if a personal interview is necessary. Applicants will be advised of any funding allocations by letter within 60 days of the request. **We require that all groups that are awarded grants to specifically recognize The Fund’s support in all its publicity, printed material, letters and articles/photos in the newspapers, website, etc.**

**NEW YORK AREA COMMON APPLICATION FORM- COVER SHEET**

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)

Date of Application:

Organization Name (Exact Legal Name):

Purpose of Funding (one Sentence):

Address of Organization:

Telephone Number:

Fax:

Executive Director:

Telephone Number:

E-mail:

Contact Person and title (if not Executive Director):

Telephone Number:

E-mail:

Is Your Organization an IRS501(c)(3):

If no, please explain:

Date of By-laws (Date of Last Amendment):

Grant Request: \$

Check one:  (1) Member Agency Grant

(2) Conditional Member Agency Grant (contact office to discuss)

(3) Discretionary Grant

(4) Community Project Grant

*(See "Application Policies and Procedures (A.) Grant Policies" or call the office 337-8808)*

Total Organizational Budget (for current year): \$

Dates Covered by Budget:

Project Name (if applicable):

Total Project Budget: \$

Dates Covered by Budget: