

THE STATEN ISLAND FOUNDATION

Smaller Opportunities Grant Program

Background: The Staten Island Foundation Smaller Opportunities Grant Program is investments in the range of \$5,000 in Staten Island based, not-for-profit organizations whose work in the community in the fields of education, health and human services, and arts and culture is making a measurable difference in the lives of Staten Islanders. The Smaller Opportunities Grant Program is intended to enable outcomes through a wide range of projects undertaken by local community-based organizations or schools seeking to improve direct services or meet other organizational or community needs.

Goal(s): Community groups have often used investments of small amounts of money to bring about significant outcomes through collaborations and shared resources. The Smaller Opportunities Grant Program also provides small amounts of funding for aspects of programs that may be overlooked by larger funding sources and yet contribute in some important way to the success of a program. It may fill program gaps, launch new initiatives within an organization, or support emergency projects. In addition, smaller grants are available for several groups to organize activities around shared goals.

The Outcomes Approach: The Staten Island Foundation is moving from supporting the activities of an organization to investing in the measurable outcomes of those activities—the difference the activities are making for the organization or the individuals it serves. The Foundation believes that measurable outcomes of success can be sources of pride for our community, building blocks for future success, opportunities for community learning, and indicators for where the Foundation should continue to make investments. The Outcomes Approach focuses on a well defined and specified endpoint, literally beginning with the end in mind.

Categories of Investments through the Smaller Opportunities Grant Program:

- **Training and Professional Development**
- **Organizational Capacity**
- **Short-term or Smaller-Focus Projects**
- **Innovation and Collaboration**
- **Literacy Enhancement**
- **Evaluation and Learning**

Following are potential small needs to be supported by the Smaller Opportunities Grant Program provided a request indicates the funded activity/item leads to verifiable outcomes:

- Leadership development
- Temporary or short-term projects
- Hiring a development consultant or a specialist in your field
- Existing programs with an emergency that could not be reasonably anticipated
- Evaluation of a project
- Publishing a report about a project
- Special speakers fees
- Small equipment, software, technology
- Cost not covered by the original funding source, a “gap” or an “enhancement”, particularly as part of government contracts
- “Brilliant” ideas that an individual member of the community brings to a local non-profit to implement
- A literacy enhancement to an existing program
- Planning process, particularly for a project that will be implemented by multiple agencies

- Short-term initiatives that bring together various sectors of the community (different ethnic groups, parents and children, seniors and teens, students and community leaders) that may serve as a template/pilot for larger project
- Projects, programs or needs not listed but are approved for consideration/submission by Foundation staff

Application Criteria: Must be a Staten Island organization whose particular project/mission fits any of the areas mentioned in our guidelines. To be eligible for consideration, an applicant must be a not-for-profit community-based organization or school with 501(c)(3) tax-exempt status. Funding of athletic programs is limited to outcomes for low income and disabled youth. Smaller grants are not intended to support start up costs for new organizations. Funds may not be applied to projects already funded by a grant from The Staten Island Foundation. Organizations may make one smaller grant request per year but that does not preclude an additional application.

Ineligible Requests: All current Foundation funding limitations apply as well as:

- Activities for which no measurable outcome has been articulated
- Activities that are part of a current open grant from the Foundation
- Multiple small requests in a year
- Requests from organizations that have not submitted required reports on prior grants

Deadlines: There are no deadlines for Smaller Opportunities Grant applications. If requests are for time-limited opportunities, please leave two to three weeks for appropriate consideration and processing.

Final Report: Upon completion of the project a short narrative and financial report must be submitted that describes how funds were spent and verifies completion of the project as well as the outcome(s) in relation to what was stated in the original request. The Foundation will regularly compile reports to evaluate the effectiveness of the Smaller Opportunities Grant Program and the information you submit will greatly assist us in this effort.

Application

- § A phone call to discuss your request is recommended if you are unclear whether your program/organization fits our funding priorities
- § Complete the Smaller Opportunities Grant Application Form.
- § In your proposal narrative, describe the project's intended results, verification of results, strategies to achieve those results and the budget for the project.
- § Attach a 501(c)(3) if you have not already submitted one to The Staten Island Foundation.
- § If you are applying to The Staten Island Foundation for the first time or have not applied in more than two years, please describe your organization's background, including the people you serve and outline the issues that your project/organization is addressing.
- § Please check to make sure that all the information requested is included in your final package.
- § You may fax or email the proposal if pressed for time and then mail the originals.

Submit Applications to: The Staten Island Foundation
Smaller Opportunities Grant Program
260 Christopher Lane, Suite 3B
Staten Island, NY 10314

By fax to 718-697-3180

By email to Marie Payne, Grants Manager, payne@thestatenislandfoundation.org

**The Staten Island Foundation
Smaller Opportunities Grant Program**

APPLICATION

Date of application: _____

Name of organization to which grant would be paid. Please list exact legal name:

Purpose of grant (one sentence): _____

Address of organization: _____

Telephone number: _____ Fax: _____

Executive Director: _____ Email: _____

Contact person, title and email: _____
(If not Executive Director)

Is your organization an IRS 501(c)(3) not-for-profit? (Yes or No): _____

If no, please explain: _____

EIN #: _____ Web site: _____

Amount of grant request: \$ _____

Total org. budget (for current year): \$ _____

Dates covered by budget (mo/day/yr): _____ to _____

Total project budget: \$ _____

Dates covered by project budget (mo/day/yr): _____ to _____

Project name (if applicable): _____

Approval of Chief Executive Officer:

The organization named above will act as the responsible fiscal agent for any funds that might be received and will comply with applicable tax laws, regulations, and The Staten Island Foundation's policies. We understand that The Staten Island Foundation requires periodic program and financial expenditure reports from grant recipients and may request the opportunity to visit our programs before awarding a grant or after a grant has been made for purposes of project evaluation.

(Signature)

(Title)

(Date)

Please include the following information with the application form:

Project Description & Activities

Project Outcome Statement: For example “The purpose of *(the project)* is to provide *(service or activity)* to *(service population)* in order to *(outcome)*.”

Project Verification: How will you know that you have achieved the results you anticipate? What information (such as data collected, informal surveys of participants, etc.) will be collected to measure and demonstrate successful outcomes.

Strategies: What strategies will you engage in to achieve your anticipated outcomes?

Project Participants: A brief list of people and organizations that will be active in your project and what they will contribute to it as providers and/or recipients.

Project Budget: Please provide detailed list of Revenue and Expense for proposed project. If total budget exceeds your request to Foundation please provide additional sources of revenue to complete budget.

Organizational Budget: For current fiscal year.