

THE STATEN ISLAND FOUNDATION
260 Christopher Lane, Suite 3B, Staten Island, NY 10314
Phone: (718) 697-2831 Fax: (718) 697-3180

GRANT APPLICATION PACKAGE

The Staten Island Foundation’s mission is to improve the quality of life, particularly for the least advantaged in Staten Island with a focus on improving and enhancing the outcomes/results in the fields of education, human services, and the arts.

Strategies to accomplish the Foundation’s mission include financial support; providing leadership for the community; collaboration with grantees, funders and other entities; and building the capacity of local organizations to better fulfill their missions.

Goals

The Foundation’s *principal goals* are to:

Education Goals

- Improve the K–12 education system through early literacy development, parent engagement, arts education, and other strategies
- Strengthen/expand after-school and youth development programs and help young people to develop skills needed to fulfill their potential
- Strengthen early education and pre-kindergarten efforts to help children enter school “ready to learn” including family literacy models
- Enhance and expand arts education through direct support to schools

Health and Human Services Goals

- Improve results in key health areas, such as:
 - Health education, awareness and screening
 - Connecting those in need with available services
 - Promoting healthy lifestyles
- Support infrastructure needs and build the capacity of local agencies
- Address important human services needs, including:
 - Improve services for immigrants
 - Alleviate hunger and poverty on Staten Island
 - Strengthening neighborhoods through community development and other strategies

Arts & Culture Goals

- Strengthen local cultural organizations
- Help arts and cultural organizations enhance visibility, marketing and access
- Increase public awareness, access and attendance at arts events and institutions
- Enhance and expand arts education programs
- Develop, educate and reach out to new audiences, particularly among youth

In addition to the above focus areas and goals, the Foundation will consider funding opportunities that:

- Involve research and planning designed to improve the quality of life on Staten Island
- Aim to increase tolerance, multicultural understanding, and civility among Staten Island residents
- Address the intersection of two or more Foundation focus areas
- Address other important civic needs facing Staten Island

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Priorities

In considering proposals, the Foundation expects clearly defined objectives and measurable outcomes as well as a realistic plan for measuring progress toward those objectives. The Foundation will give priority to efforts that:

- Demonstrate a direct connection to the Foundation's programmatic goals, as defined above
- Address an important unmet need
- Will have a significant long-term impact on the quality of people's lives
- Target economically disadvantaged or under-served individuals or communities
- Reflect an innovative program or approach, or refine, improve or expand an effective existing effort that is cost-effective and results-oriented
- Have a track record of success (The Foundation will consider funding for start-up programs and organizations only in selected cases where there is a clear need or if the start-up involves replication of a proven model.)
- Have a strong governing board and fundraising capability
- Have potential to leverage other resources, and could lead to sustainable change or impact beyond the life of the grant

Grant Application Process

Applicants serving Staten Island should contact the Foundation office for timesaving application assistance by discussing potential requests with program staff or the Executive Director. Applicants will be advised as to the appropriateness of requests based on current Foundation priorities.

The Foundation funds requests for programs and projects, technical assistance, general operating, and capital projects. Capital support will be limited to projects that are tied to the Foundation's programmatic goals.

Grants are made only to Section 501(c)(3) organizations and public agencies operated exclusively for charitable or educational purposes. We are required to verify this tax-exempt status. If needed, please contact the Foundation for a copy of a form letter to request a copy of you Letter of Determination from the Internal Revenue Service.

Requests must be submitted using The Staten Island Foundation Grant Application, following the proposal format and including the supporting documents listed. Please submit one (1) copy of the completed "Request Grant" form with an original signature along with the proposal and other supporting documents. The "Request for Grant" form is page 3 of the grant application package.

Site visits are made to organizations with proposals to be considered by the Board of Directors. For approved grants, a report on the outcomes of the supported activities is required before the end of the close of a year of funding, and must be submitted with a new grant request before the request will be considered. A report form is available on the Foundation website.

Proposals are reviewed throughout the year. Board meetings are generally held in October, January, April and July. For timely consideration, proposals should be submitted at least two months prior to a month in which the Board meets (e.g., by August 1 to be considered at the October Board meeting). Contact the Foundation office at 718-697-2831 for guidance and to obtain an application.

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Limitations

Contributions will generally **not** be made:

- For renovations/repairs to places of worship
- In response to solicitors on behalf of an organization (Response to organization leadership only)
- For fundraising event sponsorship, journal ads, or yearbook ads
- To private foundations or individuals
- To political causes, candidates or lobbying efforts
- For medical research
- To cemetery associations
- To animal welfare groups
- To fraternal and veterans organizations
- To business, professional and civic associations or clubs
- For memorial fundraising
- For tickets to events

The Foundation has discretion to consider any requests on an exceptional basis.

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REQUEST FOR GRANT

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

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: _____

Web site: _____

Telephone number: _____ Fax: _____

Executive Director: _____ Email Address: _____

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 #: _____

Amount of grant request: \$ _____

Total organizational budget (for current year): \$ _____

Dates covered by this budget (month/day/year): _____ to _____

Total project budget (if requesting project support): \$ _____

Dates covered by project budget (month/day/year): _____ 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)

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GRANT PROPOSAL FORMAT

I. PROPOSAL SUMMARY

After completing proposal, please review and briefly summarize why your agency is requesting this grant, what outcomes you commit to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE

Funding Request - Please describe:

- The need or problem that you are seeking to address;
- The population that you plan to serve and how this population will benefit from the project;
- Strategies that you will employ to implement your project;
- The time frame;
- The key person(s) who will lead the project to successful results and what factors in those people most predict success. You may include one paragraph resumes of these key people that includes experience, expertise, and qualifications that are specifically relevant to the current request;
- The results you commit to achieve and the impact it will have on the target population and your organization. How many persons will participate in the strategies you will implement and how many persons will achieve the results you anticipate. *The following statements are examples of what we are looking for: "We will work with about 200 pregnant women at risk for low birth weight in the coming year. Of these, 175 or more will deliver babies within normal birth weights" or "Of the 35 schools in our program, at least 32 will achieve their turnaround targets set for one school year. The minimal gain is a 15% increase in literacy achievement amongst struggling readers."*

Verification of Results - Please describe:

- How will you know when your results have been achieved?
- What information or evidence will you use to verify your success?
- How will your organization use the results achieved and how will the results be shared within your organization?

Background - In this section, organizations that are familiar to the Foundation, having received funding from the Foundation within the past three years may update us on any recent developments and significant changes particularly that may impact the delivery of services to the community. For organizations that are new to the Foundation, please describe the work of your organization in greater detail, addressing each of the following:

A brief description of its history and mission.

The need or problem that your organization works to address and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, age, physical ability, language and number served.

Current programs and accomplishments. Please emphasize what you have achieved in the past three years for persons in your program that are most like the project for which you seek support.

Number of paid full-time staff number of paid part-time staff; number of volunteers.

III. ATTACHMENTS

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A. Financial Information

1. List the total actual operating income and expenses of your organization for the last three completed fiscal years as shown on IRS Form 990. If the 990 is not yet available for the most recently completed fiscal year, list the un-audited final income and expenditures and indicate the numbers are un-audited.

Year of Filing	Year 200____	Year 200____	Year 200____
Income			
Expense			
Difference in Income & Expense			

2. If your organization has ended any of the past three fiscal years with a deficit, please provide an explanation for the deficit and indicate how the organization has compensated for the deficit.
3. Does the organization currently have an operating reserve? Yes____No____
 If yes, what is its amount? \$_____
 How many months of operating support does this represent?
4. Does the organization have an endowment or other funds not included in your annual budget? Yes____
 No____
 If yes, what is the current balance of those funds? \$ _____
5. Aligned side by side on the same page, a list of Foundation and corporate supporters and all other sources of income, with amounts, for your current and most recent fiscal year.
6. Please list the foundations, corporations, and other sources that you are soliciting for funding and, to the best of your knowledge, the status of your proposal with each.
7. A current expense budget for the project. List each staff line separately and include the percentage of time spent on project. Indicate the specific uses of the requested grant, if possible.
8. A list of all sources of income toward the project, actual and prospective with amounts.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations. Please indicate how many board members made a financial contribution to your organization in the past 12 months.
2. A copy of your most recent IRS letter indicating your agency's tax-exempt, 501(c)(3) status, or, if not available, an explanation.