

## Foundation Grant Guidelines

AREA: Grants

PROCESS: Distribution of Foundation Grant Funds

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The Foundation is interested in funding creative and innovative ways to serve the people we support. Therefore, a portion of the funds raised each year will be allocated for special projects and needs. The following are general guidelines.

### Guidelines

1. Grants will be awarded to projects of The Arc Allegany-Steuben or groups sponsored by The Arc Allegany-Steuben. Operating expenses for existing services would not normally be considered.
2. The Foundation Board of Directors will determine the amount of funds available for distribution during the first quarter of the calendar year, based upon the amount of total funds raised the previous calendar year.
3. Grant applications will be accepted anytime and should be sent to the Fundraising Manager at **least two weeks before** the next Foundation Board meeting. Meetings are held on the third Wednesday in January, March, May, September, and November unless otherwise scheduled. All requests are to be submitted on the Application for Funding form A-4,015.
4. A grant application will be reviewed at the next meeting of the Board of Directors. The application will be approved, disapproved, or deferred pending additional information. An approved application may also be deferred until adequate funds are available. The applicant will be notified of the determination.
5. Grant recipients must send an initial progress report three months after receipt of the grant and again at the close of the calendar year. The progress report should include a narrative describing programmatic/project progress, plans for completion, and an accounting of funds expended.
6. Contact Person and/or Division Director responsible for the approved project will submit agency purchase vouchers to the Fundraising Manager for review using the established cost center and expense account numbers.

One Arc Way, Bath, NY 14810-8341  
Phone: 607-776-4146 Fax: 607-776-9366

**Application for Funding**

**Date:** \_\_\_\_\_

Division: \_\_\_\_\_

Telephone: \_\_\_\_\_

Program: \_\_\_\_\_

Location: \_\_\_\_\_

Director: \_\_\_\_\_

Number of individuals: \_\_\_\_\_

Contact person for the grant: (Name and title) \_\_\_\_\_

Purpose of your division/program: \_\_\_\_\_

**Request:      Date needed: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_**

Purpose for which funds are requested: Capital \_\_\_\_\_ Special Project/Seed Money \_\_\_\_\_

Total operating budget for current year:      \$ \_\_\_\_\_

Total cost for this project:      \$ \_\_\_\_\_

Describe the project that will be supported by these funds: (use an attachment if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of individuals who will benefit from this project: \_\_\_\_\_

How will this request help you meet The Arc Allegany-Steuben's mission?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you investigated other means of funding? Please explain:

\_\_\_\_\_  
\_\_\_\_\_

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**Evaluation:**

How will the success of this project be measured?

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By When? \_\_\_\_\_

By Whom? \_\_\_\_\_

**Authorized Signatures:**

Contact Person: \_\_\_\_\_

Division Director: \_\_\_\_\_

***Send the completed form to the Fundraising Manager, Development Department  
at Industrial Park.***

**To be completed by the Arc of Steuben Foundation:**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Reviewed by Foundation Board of Directors: \_\_\_\_\_

Approved: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Pending: \_\_\_\_\_

Comments:

Date notified: \_\_\_\_\_