

CAYUGA COMMUNITY FUND
431 East Fayette Street, Suite 100
Syracuse, NY 13202
(315) 422-9538

TO: Organizations seeking grants from the Cayuga Community Fund

FROM: Cayuga Fund Leadership Council

RE: APPLICATION GUIDELINES AND SUBMISSION DATES

The *Cayuga Community Fund* accepts grant proposals up to **\$10,000** each for projects that directly benefit the communities within Cayuga County. Please review carefully the grant guidelines and instructions that are included.

The Leadership Council to the Cayuga Community Fund accepts grant proposals that are received by its deadline listed at cnycf.org/cayugagrants. You will be notified of the Leadership Council's decision approximately eight weeks after the deadline date.

Please submit your proposal and required attachments utilizing the online application system. You may visit cnycf.org/onlineapp for additional information about how to register for the online portal and access the Regional Affiliate Fund application.

Inquiries may be sent to CayugaGrants@cnycf.org

Once again, thank you for your interest in the *Cayuga Community Fund*.

GRANT APPLICATION GUIDELINES

The following guidelines are designed to furnish you -- the grant-seeker -- with the information necessary to apply for a Cayuga Community Fund grant.

These guidelines offer general guidance, and are not a guaranteed prescription for success in obtaining a grant. Ultimately, each proposal is evaluated on its potential value to Cayuga County, funding available for disbursement and the quality of planning, leadership, support and vision expressed in the application.

An unsuccessful application does not reflect the worthiness of a particular project. Often more requests are received than can be funded.

Proposals must be submitted using the online Regional Affiliate Fund application by the deadline listed at cnycf.org/cayugagrants.

Who Is Eligible To Receive A Grant?

The Cayuga Community Fund provides grants to tax-exempt, nonprofit organizations [501(c)(3) or other publicly supported organizations] that reside within, or serve residents of, Cayuga County. Grants must directly benefit the residents of Cayuga County.

Former applicants and grant recipients may apply for funding. Organizations that have received grant support in the past from the Cayuga Community Fund are eligible to apply in the current cycle only if they have completed the program previously supported by the Fund.

The Fund does not expect to make recurring grants to the same program. An individual grant request cannot exceed **\$10,000**.

What Types Of Projects Does The Fund Support?

The Leadership Council looks for innovative programs that address problems to be solved, or opportunities to be seized, in Cayuga County. Priority is given to capacity-building activities and new projects within an organization rather than ongoing projects/programs. We invite proposals that:

- suggest practical approaches to community problems
- promote cooperation among agencies without duplicating services
- generate community support, both professional and volunteer
- strengthen an agency's effectiveness or stability
- address prevention as well as remediation

What Types Of Projects Are Not Supported?

The Leadership Council will not make grants for:

- annual operating budgets
- endowments
- sectarian purposes
- loans or assistance to individuals
- medical or academic research

About Fiscal Sponsors

If your organization is not recognized as a 501(c)(3) tax-exempt nonprofit, municipality or school district, you may identify a qualified sponsor to act as your organization's fiscal agent. The fiscal agent must be a bonafide 501(c)(3) organization [or publicly supported organization, e.g., municipality/school district].

One copy of the sponsoring organization's IRS Letter of Determination showing 501(c)(3) [or equivalent] status must be uploaded with your proposal, along with one copy of the sponsor's most recent annual financial statements (audited if available), a current board list. The sponsoring organization must also provide a letter of support, indicating their willingness to oversee the grant finances.

If a grant is approved, payment will be made to your organization through your fiscal agent.

Publicity and Media Coverage

The Cayuga Community Fund will generally issue a press release about grant awards immediately after the awards are announced. Agencies are also asked to provide their own publicity after receiving a grant. The Cayuga Community Fund would appreciate photographs of funded projects to use in its publications.