



## GRANT GUIDELINES: 2023 FALL GRANT CYCLE RESILIENT COMMUNITIES

### MISSION, VISION, & VALUES

We bring people and resources together to build a more equitable Tompkins County by inspiring diverse philanthropy, catalyzing collaborations and championing inclusion and justice. Our values: Community, Engagement, Integrity, Racial Equity, Relationships, Social Justice.

*"All 501(c)(3) organizations serving Tompkins County are welcome to apply. This grant cycle supports organizations whose mission is important to building resiliency in our communities".*

Grant Range: \$500 - \$10,000

Application Due Date:  
October 11, 2023,  
5:00pm

Funding Notifications:  
Mid-November

Final Report Due:  
August 14, 2024

This grant cycle aims to provide flexible unrestricted support to a wide variety of organizations that contribute to the resiliency of our many and diverse Tompkins County communities. We make community grants to initiatives that enable Tompkins County to thrive.

## Our Grant Making Philosophy

Our mission, vision, and values guide our grant making. Our Community Foundation makes grants that address community needs and bring about positive change. We strive to make grants that adhere to our values and principles.

- Our grant-making priorities reflect our analysis and evaluation of information gained from feedback from grantees and community members through our post process evaluations, information gleaned from Community Engagement Committee Meetings, board assessments, and through overall process evaluations.
- We are committed to active and ongoing collaborative relationships with grant applicants and Tompkins County funders.
- Our grant review process engages diverse groups of community members in thoughtful discussions leading to funding decisions.

### GRANT MAKING FROM:

- donor-advised funds reflect the charitable goals of individual donor advisors and represent both donor advisor-initiated grants as well as their responses to grant cycle applications.
- field of interest funds reflect the specific topic for which the fund was created and may also reflect the guidance of field of interest fund community volunteers as well as our Community Engagement Committee.
- agency/designated funds reflect the beneficiary organizations named at the time of fund creation.

# Important tips for a strong grant application

1. Confirm that your application falls within **ALL** the grantmaking guidelines as outlined below.
2. Complete the application as if the reader is unfamiliar with your organization.
3. Have someone else read the final draft. Does this application appropriately communicate all the necessary information to the reader?
4. Please contact the Community Foundation with questions about completing your application one week prior to the due date.
5. Don't wait until the due date to complete the application as questions may arise and you want to have plenty of time for correspondence.

## REVIEW TEAMS WILL FOCUS ON THE FOLLOWING:

- Application is complete and all “Grantmaking Guidelines” are met.
- Sources of support are clearly identified.
- Desirable goals are effectively set and reasonable in service to the mission.
- Effective communication with those served.
- Effective adaptability of services to meet community needs.
- Clear evidence of collaboration, active sharing, and planning across organizations in service to overall improved outcomes.
- Contribution to racial equity in services and service outcomes.

## ADDITIONAL INFORMATION

While we cannot provide funding to all organizations in this grant cycle, we do play a matchmaking role between the needs of organizations and the resources of donors, funds, funders, our board, and best practices in the field. The Community Foundation holds many funds, and these reflect a wide variety of interests. Some are specialized and some more general. Because we seek to match needs with donors, we will share a summary of your application with the advisors of our many donor-advised funds (over 150 individuals). In addition to our less restrictive funds, we look for alignment between your work and special issue funds such as: Aging, Animal Welfare, Arts & Culture, Children & Youth, Community Planning & Design, Food Security, Men, and Women among others.

## GRANTMAKING GUIDELINES:



- Applications must be completed and submitted through the online portal by October 11, at 5 pm. **Late applications will not be accepted.** The link to the application can be found at [www.cftompkins.org](http://www.cftompkins.org).
- The grant award must be used within 12 months of receiving the grant.
- Grant recipients are required to submit a final grant report by August 14, 2024, this will affect your eligibility to apply for the grant cycle following the deadline.
- Grantees must be a not-for-profit [501(c)(3)] organization (or equivalent), government (e.g., public schools, municipality, school district), faith-based organization (to support non-religious activities directed toward a public purpose). Preference given to those whose primary purpose is providing services to residents of Tompkins County.
- Previous funding does not guarantee continued funding; however, grants may be given in consecutive years.

- Applications meeting the requirements will be evaluated by a review team with final approval by the Community Foundation Board of Directors.

## APPLICATION PROCEDURES

- Access the application at <https://bit.ly/CFTCGrantApp>.
- **All Users (first time only):** Please click on "[Create New Account](#)" to complete the registration process and create your logon credentials. Follow the instructions on the page. Tutorials available.
- If you are neurodivergent and/or need help completing this application, or if English is not your native language and would like to request a translated version of this application, please email Gloria Coicou at [gcoicou@cftompkins.org](mailto:gcoicou@cftompkins.org) or call 607-272-9333.
- Contact Madeline Rosas, Administrative Manager, with any technical questions related to your application, [admin@cftompkins.org](mailto:admin@cftompkins.org).

*We acknowledge, honor, and appreciate the work you do every day. We see you; we feel you, and we are here to support you in any way we can. Please know that your work is part of the fabric and the breath of our community.*

*~The Community Foundation of Tompkins County*

## FREQUENTLY ASKED QUESTIONS

### **If I applied and was funded in a previous cycle, am I eligible to apply in this cycle?**

Yes, we invite everyone to apply for funding, regardless of past funding.

### **If my program is part of a parent organization that houses several programs, can I apply separately or does our parent organization have to apply for us?**

Because of the intense process involved with grantmaking, organizations are **limited to two applications up to \$10,000 total**. It does not matter how programs split the \$10,000.

### **I have a fiscal sponsor who sponsors many programs, will that affect my application?**

No, your application will in no way be affected by this. We are aware of who our fiscal sponsors are and take necessary steps to move applications along.

### **How many times can a fiscal sponsor be used?**

There is no limit to how many times a fiscal sponsor can be used.

### **Where will the Q & A recording be located for future reference?**

<https://www.cftompkins.org/granting/grant-opportunities/>

### **How much can be applied for if I'm a first-time applicant?**

\$500-\$10,000

### **Do I have to submit last year's grant cycle report prior to applying for this grant cycle?**

Yes

**Is a grant report what you did with the last grant award?**

Yes, if you applied for a grant last year and was funded, you received an email providing information on how to access your grant report form, when it is due, where to find additional info, etc.

**If two organizations are collaborating, are they each eligible to apply?**

Yes, you can both apply, just make it clear who is doing what on your application.

**Is there an average grant size per cycle or organization? Is there a max cap awarded per organization?**

No, every organization's need is different. Organizational needs are assessed along with many other factors involved in the grant review process. The max award is \$10,000.

**Do you have any general advice for those who are new to applying?**

- Ask questions, use resources available, use your team, use employees, collaborate with others to get your applications in.
- Have someone who does not know the work you do to look at your application.
- Talk about your impact, results, and outcomes. How do you know you've achieved your mission? Does not have to be perfect!

**What applications are most likely to be funded and why?**

There is no good answer to this. Funding recommendations are not about issue or topic, it's about the quality, merit, and content of your application. We want to see that your organization is working on your mission in a collaborative way that advances social justice in our community to improve outcomes. It's more about the process and the methodology.

**In previous fall cycles, the Community Foundation has offered a multi-year programmatic funding opportunity. Is this something that the CFTC intends to offer in a future cycle in addition to this unrestricted support?**

We have done this twice before and we do not yet know if we will do this again. It is not part of this cycle.

**If an organization received an award from a donor-advised fund managed by the Community Foundation is that considered a Community Foundation grant?**

Yes, if the Community Foundation manages the fund, it is considered a Community Foundation grant.

**If an organization serves multiple counties across the state, is that considered when making a funding decision?**

If you are providing some benefit to those who live in, work in, or go to school in Tompkins County, we invite you to apply. Please be specific and provide as much detail as possible.

**Who do I contact for content-related questions?**

Gloria Coicou, [gcoicou@cftompkins.org](mailto:gcoicou@cftompkins.org)

**Who do I contact for technical questions?**

Madeline Rosas, [admin@cftompkins.org](mailto:admin@cftompkins.org)