



## GRANT APPLICATION GUIDELINES

The following guidelines are designed to furnish you with the information necessary to apply for an Ulster Savings Charitable Foundation Grant.

### ➤ What Types of Programs / Projects Are Supported?

The Ulster Savings Charitable Foundation supports programs in the following areas:

- Health and Human Services
- Housing
- Education

An approved grant application proposal must substantially fulfill one of the above referenced mission areas.

Eligible Program / Project types include:

- Capital Improvement Campaigns
- Programs and Projects with specific needs and targeted outcomes.

Ineligible Program / Project types include:

- Endowments
- Funds for General Operating Expenses.

### ➤ Who is Eligible to Receive a Grant?

- Tax-exempt, not-for-profit organizations so certified by the Internal Revenue Service under Section 501(c) (3).
- Qualified organizations in Ulster, Dutchess and Orange Counties.

### ➤ How to Apply

Grant applications may be requested by mail to Ulster Savings Charitable Foundation, 180 Schwenk Drive, Kingston, NY 12401.

### ➤ Grant Requests

Grant requests are reviewed throughout the year on a rolling basis.

Application Received	We will review by:	You will be notified by:
October 14, 2016	November 18, 2016	November 30, 2016

### ➤ Grant Decision Notice

Applicants will be notified by the Foundation.

### ➤ Submitting an Application

Organizations applying for funding are required to use the attached proposal form. Please submit one copy of the application and the requested documents as per the attached Application Submission Checklist. Acknowledgments will be mailed to applicants following receipt of their proposals.

Please contact Patti Ricci at (845) 338-6322, ext. 3205 or [pricci@ulstersavings.com](mailto:pricci@ulstersavings.com) with any questions or concerns about the grant application.

# APPLICATION SUBMISSION CHECKLIST

To apply for funding applicants must submit the following items:

- Cover Letter** signed by the organization's Board President or Executive Director.
- A Completed Ulster Savings Foundation Grant Application Form.**  
(Click [here](#) to download the latest version of Adobe Reader, which will allow you to save your completed form in PDF format.)
- Organization Background** A one-to three-page description of the applying organization's history, mission and goals.
- Demographic Profile of People Served.**
- Do you anticipate any other funding requests this year?** If so, please include those in the grant application package.
- Project Overview** A one-page overview on why this project is needed in our community.
- Funding Request** (2-3 pages). An overview of the following items: (1) Program budget (one page) (2) Anticipated length of this project (3) Project objectives (4) Other funding sources for this project and how funds will be used should the full grant request not be awarded, (5) Contingency plans should the goal not be reached and (6) How the project will be sustained.
- Program Evaluation** (1-2 pages). An overview on: (1) How will you measure the results and outcomes? (2) What results do you expect to receive from this project? (3) How do you plan to communicate this information to your funders? (4) Who are they key staff responsible for the success of this project?
- The name of a contact person** for questions and/or our decision regarding your application.
- Attachments** Please include the following attachments:
  - A copy of the organization's 501 (c) (3) determination letter.
  - List of your board of directors and schedule of board meetings. Please, indicate if your board members are paid or volunteer their time and services.
  - Most recent year-end financial statement.
  - Who else are you approaching to fund this project?
  - Up to three examples of supporting documentation (letter, articles, etc.).

**(NOTE: Please do not use staples when submitting your application documentation.)**

*Send all of the above in one packet to:*

**Ulster Savings Charitable Foundation  
180 Schwenk Drive  
Kingston, NY 12401**

# Ulster Savings Charitable Foundation



## FUNDING APPLICATION

<b>General Information</b>	
LEGAL NAME OF ORGANIZATION	NAME OF EXECUTIVE DIRECTOR
ADDRESS	
CONTACT	TITLE
PHONE	TOTAL NUMBER OF BOARD MEMBERS
FAX	TOTAL NUMBER OF STAFF    FULL TIME    PART TIME
E-MAIL	TOTAL NUMBER OF VOLUNTEERS
TOTAL ANNUAL ORGANIZATION BUDGET \$ FISCAL YEAR END	
IRS 501 (C)(3) NONPROFIT? (PLEASE CIRCLE)    YES    NO	
IF NO, IDENTIFY YOUR FISCAL AGENT AND ATTACH THE WRITTEN AGREEMENT FROM THE FISCAL AGENT	
<b>About Your Proposal</b>	
AMOUNT REQUESTED \$	PROGRAM, PROJECT OR CAPITAL BUDGET \$
TYPE OF REQUEST (PROGRAM, PROJECT, CAPITAL, OTHER)	
SUMMARIZE THE PROPOSAL	
LIST THE PROPOSAL'S TARGET POPULATION, CONSTITUENTS, AND GEOGRAPHIC COMMUNITIES	
LIST ANY PREVIOUS SUPPORT FROM ULSTER SAVINGS CHARITABLE FOUNDATION IN THE LAST FIVE YEARS, AND USE OF THOSE FUNDS.	