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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.
* Completed Ulster Savings Foundation Grant Application Form.
* List of your board of directors.

Send the above items in one packet or email to:

**Ulster Savings Charitable Foundation**

**180 Schwenk Drive**

**Kingston, NY 12401**

**communityfunding@ulstersavings.com**

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**FUNDING APPLICATION**

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| **General Information** |
| **Legal name of organization:** |
| **Name and telephone number of Executive Director:** |
| **Address:** |
| **Grant contact name:** |
| **Grant contact title:** |
| **Grant contact phone:** |
| **Grant contact e-mail address:** |
| **Organization’s total staff size (full time / part time):** |
| **Organization’s total number of volunteers:** |
| **Organization’s total annual budget:** |
| **Is organization a 501 (c)(3) non-profit (Yes/No):** |
| **Board Member names (may attach list if easier):** |
| **About Your Proposal** |
| **Amount requested from USB Charitable Foundation:** |
| **Total budget for project / initiative requested:** |
| **Type of request (program, project, capital, etc.):** |
| **Expected number of people to be impacted by this donation:** |
| **Did Ulster Savings give to your organization last year?**  **If so, explain the impact of that donation.** |
| **Summarize your proposal**  **(please include why the project is needed in the community, the target population and geographic communities that will be served, and please specify anticipated outcomes)** |
| **Additional Information that you would like the Grant Committee to consider:** |

Note: Additional information may be requested after committee review

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