



UTICA NATIONAL GROUP FOUNDATION, INC.

INFORMATION FOR GRANT APPLICANTS

The Foundation, in accordance with its Certificate of Incorporation, will generally only make grants to non-profit organizations which have received and maintain an exempt 501(c)(3) federal tax status. Funds will generally be distributed for charitable, scientific, literary or education purposes. Particular attention will be given to those requests that support the healthy development of children and families and that address the root cause(s) of social problems.

It is the general policy of the Foundation:

- not to make grants for capital campaigns due to the Foundation's limited available funds.
- not to make grants which involve political activities or voter registration activities.
- to consider it a higher priority to support projects which would not normally receive financing through public tax funds.
- not to consider requests from organizations that have a substantial capital fund balance or that have endowments and that limit the amount of endowment earnings available for ongoing operations.
- not to consider grants to organizations whose governing boards primarily encompass family members or close relations of paid or executive staff.

REQUIRED SUBMISSION INFORMATION:

Please submit grant requests electronically to Connie M. Castellano, Engagement Specialist, at connie.castellano@uticanational.com. Ms. Castellano will provide all requests to the Foundation Screening Committee for review on a quarterly basis. Requests for grants should start with an application in writing on the organization's letterhead, if applicable, and, signed by its chief officer, on behalf of its governing body.

Deadlines for submitting grant materials are:

January 15th

April 15th

July 15th

October 15th

Urgent requests may be considered but are not favored, as consideration is given to the longer-term benefits of successful programs. Requests under \$500 will be acted upon as received. **All grant requests should include a letter on the organization's letterhead with a description of the purpose of the fundraising activity

or any appropriate attachments that indicate how the amount requested is being used. We also ask you to verify whether you are a 501(c)(3) tax exempt organization (you may enclose a copy of the IRS Determination Letter to that effect).

For requests less than \$500, please submit grant materials as noted by starred {**} paragraph above.

For requests between \$501 and \$1,500, in addition to submitting grant materials as noted by the starred {**} paragraph above, please also include:

1. Goals and measurable outcomes that you expect to achieve with this request.
2. A general description of the organization, including its mission, its exact corporate title or other legal title, an organizational chart, the name, address, and telephone number of the person with whom we should communicate for additional information, if required.
3. An explanation of the services your agency provides and how those services have impacted our community.
4. The names and addresses of the governing body and officers. Identify any conflicts/relationships between Board members and agency staff.

For requests over \$1,500, in addition to submitting grant materials as noted by the starred {**} paragraph above, please also include:

1. Goals and measurable outcomes that you expect to achieve with this request.
2. A general description of the organization, including its mission, its exact corporate title or other legal title, an organizational chart, the name, address, and telephone number of the person with whom we should communicate for additional information, if required. An explanation of the services your agency provides and how those services have impacted our community.
3. The names and addresses of the members of the governing body and officers. Identify any conflicts/relationships between board members and agency staff.
4. A copy of the Internal Revenue Service Determination Letter stating the organization is a 501(c)(3) tax-exempt public charity.
5. Please present the total cost of the project, providing specific data regarding any proposed financing and include a detailed budget, identifying all overhead allocations.
6. A Balance Sheet and operating statement for the nearest past year should be provided as well as the nearest past years' audited financial statements.
7. Identify any other sources of funds for the project, or if aid is presently being given from other foundations and sources; state such foundations and sources and the proposal submitted or contemplated to be submitted.
8. What organization(s) provides similar services? How will the results of this request be different?
9. Identify any support that you currently have from other community organizations. If the project is to be ongoing, identify the plans and assurances that future financing for the project will exist. The application may include any letters of support and/or recommendation from authorities, and/or organizations in the applicant's and related fields.
10. Explain how this request will impact the root cause(s) of the issue or problem you are trying to address.

If your grant request is complete, and after we have had an opportunity to study the grant proposal, we will either approve the request, or if we believe that we should discuss the request with you, we will notify you and set up a time and place for a conference with our Screening Committee. If the project is one, we cannot consider, you will be notified to that effect. We may decide to visit your agency before the request is considered to obtain a better understanding of your agency's services and needs.

After an application has been reviewed and formally acted upon, that action is final upon that application as presented. Once formal action is taken, no application can be carried over for a future consideration. However, no applicant is precluded from making a new application in the future.

- All grant applicants will be advised in writing as to the acceptance or rejection of the grant proposal.
- In the event a plaque or memorial relating to this Foundation is to be used, it is requested that such plaques or memorials be first submitted to the Foundation for approval.

Please email completed applications to connie.castellano@uticanational.com. Please direct inquiries to:

UTICA NATIONAL GROUP FOUNDATION, INC.

Lydia Berez, Chair

P.O. Box 530

Utica, NY 13503

lydia.berez@uticanational.com or UNGF@uticanational.com

Please include an email address where we can send a notification that we have received your request.

Thank you for your interest in Utica National Group Foundation, Inc.,
in support of your organization's fundraising activities.
We appreciate the valuable services you provide to our community.