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Grant Application Form

**Instructions**

* Please type and single-space all proposals.
* Please answer all the questions in the order listed.
* Please use headings as provided.
* Please submit
  + One paper copy to **PO Box 15, Nichols NY 13812 (please do not email entire application, you may send an email letting us know you mailed it)**
* Please do not include any materials other than those specifically requested at this time. We will let you know if we need anything further.

Questions:

Please email: Tiogafoundation@TiogaDowns.com

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***Cover Sheet***

**Date of application**: Click here to enter text.

**Name of organization** to which grant would be paid. Please list **exact legal name**:

Click here to enter text.

**EIN#:**

**Purpose of grant**: Click here to enter text.

**Address of organization**: Click here to enter text.

**Telephone number**: Click here to enter text.Fax: Click here to enter text.E-mail: Click here to enter text.

**Executive director**: Click here to enter text.

**Contact person and title** (if not executive director): Click here to enter text.

**Is your organization an IRS 501(c) (3) not-for-profit:** Yes  or No

If no, please explain: Click here to enter text.

**Grant request amount**: $ Click here to enter text.

**Check one** (based on the organization’s priorities and the funder’s guidelines):

**General support**

**Project support**

**Total organizational budget** (for current year): $Click here to enter text.

**Project name** (if applicable): Click here to enter text.

*Grant Proposal Format*

Please write your proposal using the following format, answering all the questions in the order listed and using headings as provided.

This document is NOT intended to be a form to complete but rather a format to follow. **Please prepare your proposal as a separate document.**

**Proposal Format**

**I. PROPOSAL SUMMARY:** one-half page, maximum

Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

**II. NARRATIVE**

**A. Background**:

Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem your organization addresses, and the population your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
4. Organizational Chart
5. Your organization’s formal and informal relationships with other organizations working to meet the same needs or providing similar services.

Please explain how you differ from these other agencies.

**B. Funding Request**

1. If applying for **general operating support**, briefly describe how this grant would be used.
2. If your request is for a **specific project**, please explain the project including:
   * A statement of its primary purpose and the need or problem you seek to address.
   * The population you plan to serve and how this population will benefit from the project.
   * Anticipated length of the project.
   * How the project contributes to your organization’s overall mission.

**C. Evaluation**

Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to achieve by the funding period's end.

**III. ATTACHMENTS**—Please label all attachments to correspond to the bold-faced, capitalized items below.

1. **Financial Information**
2. **Your MOST RECENT FINANCIAL STATEMENT** audited if available. This statement should reflect actual expenditures and funds received during your **most recent fiscal year.**
3. Aligned side by side on the same page, your **OPERATING EXPENSE**

**BUDGETS** for the current and most recent fiscal year.

1. List of foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
2. Please list the foundations, corporations, and other **SOURCES** that you are

applying to and, to the best of your knowledge, the

**Status** with each request. This may not be applicable.

1. If **project funding** is requested:
   1. **A CURRENT EXPENSE BUDGET FOR THE PROJECT**.
   2. Indicate the specific uses of the requested grant, if possible.
   3. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.
2. **Other Supporting Materials**
3. A list of your Board of Directors., with their affiliations
4. A copy of your most recent IRS letter indicating your agency’s tax-exempt status (**501C3 documentation**)
5. Your most recent annual report if you have one.
6. Staff Roster