



Large Grant Applications include all requests of \$100,000 or more. We encourage you to submit your Letter of Interest as soon as possible, even though we only review in third quarter. Once you have been invited you to apply, early submission of your Application and supporting documents is imperative for proper consideration.

With large grants, the application process becomes more involved. Our Grant Support Specialist will guide you throughout the proposal process, provide feedback and suggestions for revisions, and work with you to locate other funding options. If you need help seeking other funding sources, we suggest reaching out to us early so we have time to research and plan around all other funding deadlines.

Planning for a Presentation to our Board of Directors:

All large grants will require a site visit or tour of your location, or a presentation to our Board of Directors in the Foundation offices. This is a standard procedure for all requests of \$100,000 or more. It gives us a chance to get to know you and your agency better, and to make a more personal connection. Please plan to have one or more of your board members and any frontline staff available to answer questions. Dates will be pre-determined and further details will be specified in your Application Invitation. You will be notified regarding your time-slot by the end of July.

- **Site Visits / Tour of your agency** – Our board and staff will be in attendance, so please plan for up to 10 visitors. We will be on site for approximately 60 minutes. The tour should consist of a brief overview of your agency and operations, and a more focused explanation of the program or project in question. Please be sure to highlight any major accomplishments or progress made in the last year, any obstacles that you have overcome, and any stories that can attest to the impact you are making. Touring your space, meeting your team, and seeing how your programs are managed is our ultimate goal.
- **Board Presentation** – We will host your team in the Foundation's offices. Please be sure to bring a board member and any frontline staff that will be involved in your project and can help support your presentation. You will have 30 minutes to present your project, and 15 minutes for a Q&A. We will wrap up promptly within 45 minutes. Please be sure to print your financials and any other materials you would like our team to review.

If you have any other questions regarding the Site Visit / Tour or Board Presentation, please feel free to call our office.

Filling out your Application:

As you begin working on your application, please be sure to save your work elsewhere as backup. We suggest copy/pasting your answers from a Word document so that you have all of

your information saved if something goes wrong. If you begin entering information and need to “Save and Continue Later”, an email link will pop up. You must save that link in order to gain access your Application in the future. If you do not save this link, you will have to start over. We are not able to recover it for you.

- The first part of the Application asks you to tell us about your organization. Data should come directly from your 501c3 determination letter, your Profit & Loss and Balance Sheets, and your program’s business plan. When discussing your organization’s history, please provide us with a brief overview. Assume we know nothing about your organization or the work that you do, and please provide us with your Mission Statement, as it is written in your bylaws.
- **THE PURPOSE OF YOUR REQUEST:** Include a short summary of your request that identifies your project need and how you plan to address it. Be sure to include goals and objectives that are reasonable, credible and verifiable. Write the summary after you have laid out other sections of the proposal and consider having someone who is unfamiliar with the project review your summary to see if it succinctly explains the importance of your request. It will be very important to describe how your project/program benefits the residents of Niagara County, why it is different from others that currently exist, and/or why it addresses a significant community need. The needs statement presents a compelling plea as to why your project is necessary and defines the problem you will address with the requested funds.
- **PLANS FOR ASSESSMENT OF OUTCOMES:** Explain how you will assess the success of this project. We will consider the goals you have set, and how you plan to meet those goals.
- **DESCRIBE YOUR PLANS FOR SUSTAINING THE PROGRAM:** Describe how you plan to sustain your program after receiving a grant and whether you anticipate a yearly request. Explain any alternate plans for revenue and elaborate on whether you have the proper personnel to carry out the program.
- **DESCRIBE HOW YOUR PROGRAM DIFFERS FROM OTHERS:** Explain what sets your program apart from similar services being offered in the community, or how it may enhance those already existing.
- **LIST ALL COLLABORATIONS WITH OTHER ORGANIZATIONS:** Tell us about any other organization involved in your project, or about any other organizations that you work with on a regular basis.
- **LIST PREVIOUS FUNDING FROM US OVER THE LAST 5 YEARS:** Please provide acknowledgement of all previous funding you have received from the Foundation in the past 5-years and confirmation that all Follow Up Forms have been submitted. The completed Follow Up Form is necessary to close out a grant. We may not consider a request, if your previous grants have not been closed out.

- **WHAT ARE THE ELIGIBILITY REQUIREMENTS TO PARTICPATE IN YOUR PROGRAM:** Explain if your program requires a membership, or if it targets a particular group of people.
- **FUNDING SOURCES AND AMOUNTS APPLIED FOR, RECEIVED OR COMMITTED TO THIS PROJECT:** Detail what other funding sources you have applied to and all funding you have received for this project. Please include all grants, donations, pledges, in-kind support, and public grant campaigns.