



the
COMMUNITY[®]
FOUNDATION
FOR THE GREATER CAPITAL REGION

2017 Grant Application Guidelines

Pre-application forms and select grant applications are available at:
www.cfgcr.org/upcominggrantdeadlines.php

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PURPOSE OF THIS PUBLICATION

This document provides an overview of the Community Foundation for the Greater Capital Region for:

- Grantees and other applicants seeking financial and/or other support;
- Nonprofit organizations, public and governmental entities, as well as business and community groups seeking to form partnerships with the Community Foundation;
- The general public, business community, press and other media seeking information about the nature and scope of the Community Foundation's activities.

Application materials and more detailed guidelines for each specific fund are available online at www.cfgr.org/upcominggrantdeadlines.php.

MISSION

The mission of the Community Foundation for the Greater Capital Region is to strengthen our community through philanthropy.

The Foundation accomplishes this in collaboration with donors and community partners who share our vision for community transformation through stewardship of charitable endowments, superior donor services, effective grantmaking and leadership to address community needs.

ABOUT THE COMMUNITY FOUNDATION

The Community Foundation helps promote philanthropy in our region by matching individuals, families and organizations with the issues they care about and providing them with efficient and effective giving strategies. Our donors are as diverse as our community and come to the Community Foundation for many different reasons. They are united by a desire to be part of creating a brighter future for the greater Capital Region.

The Community Foundation manages more than 420 funds which are allocated to meet donors' philanthropic goals and the changing needs in our community. These charitable funds have granted more than \$60 million since the Foundation's creation in 1968. Often, multiple funds or donors join together to make grants with greater impact than one donor could make alone. All assets are collectively invested, offering donors access to investment strategies and management normally available only to large investors, allowing them to achieve maximum returns.

The majority of grants made by the Community Foundation each year are in partnership with individuals, families and organizations who ask the Foundation to facilitate their giving. Many of our donors enjoy the flexibility of donor advised funds, which allow them to recommend grants to support specific charitable organizations or causes. **Several of our funds have chosen to solicit applications for grants. These funds are among those described in this publication.**

The Foundation also manages several funds that allow discretion to make grants that fund innovative, creative projects and programs that are responsive to changing community needs. These funds, our "Community Impact Funds," are either Discretionary Funds, which allow the Foundation the flexibility to use its extensive knowledge of community issues and organizations to make grants that address emerging issues; or Field of Interest Funds, which give the Foundation grantmaking discretion within given areas of interest. With these Community Impact Funds, the Foundation utilizes the expertise of its staff and Board of Directors to identify opportunities to make grants that will have the most impact in the community. Community Impact Funds are described on page 5 of this document.

GENERAL GUIDELINES FOR GRANT APPLICATIONS

To be eligible for competitive grants, applicants must meet the following requirements:

- **Qualify under Section 501(c)(3) of the Internal Revenue Code as a nonprofit organization OR operate under the fiscal sponsorship of a qualifying nonprofit organization;**
- **Serve residents and be located within the ten-county Capital Region of New York State** (Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, and Washington Counties) ***unless otherwise indicated.***

The general policy of the Community Foundation is to make grants for projects and programs that are responsive to changing community needs. In addition, the Community Foundation will consider challenge grants to new or emerging organizations for general operating expenses. **Grants for general operating expenses must be matched dollar-for-dollar with funding from other sources.**

The following are generally **not** eligible for competitive grants:

- Programs that the Community Foundation will have to operate;
- Individuals;
- Scholarship or fellowship programs;
- Research;
- Endowments;
- Political, governmental or religious activities;
- Travel;
- Conferences and/or speakers' expenses;
- Advertisements in programs, journals or other publications;
- Special events and other fundraising events;
- Annual appeals or membership contributions.

TECHNICAL TIPS FOR COMMUNITY FOUNDATION GRANT APPLICATIONS

- Save all application materials (PDF or Word) to your computer before filling out your answers. Your answers will not be saved unless you save a local copy of the document to your computer first.
- If you use a Mac computer or tablet device (including iPads and other Apple devices), please use the Word version of pre-app/application materials. Please do not use editable PDFs.
- Full applications are not posted online for funds requiring pre-applications. If your organization is invited to submit a full application, the application will be emailed to you.
- You can sign up to receive free email grant deadline updates and nonprofit resources from the Community Foundation. To sign up, visit www.cfgr.org and enter your email address in the "Join Our Email List" box on the right side of the home page, and select "Grant Opportunities" and/or "Not for Profit Organization Information." Emails are generally sent out 12 times a year.
- Some editable PDF grant pre-apps/applications include a digital signature field. If the applicant does not have a digital signature, please print out the form, sign it, and then mail/deliver the printed materials (if hard copies are required) or scan and email back to the designated recipient (if materials can be submitted via email).

Community Foundation Grants

An organization may only apply for a Community Foundation Impact Grant or a Capacity Building Grant – you may not apply for both in one year.

FUNDING PRIORITIES

The Foundation manages several funds that allow discretion to make grants that fund projects and programs that are responsive to changing community needs. These funds, our “Community Impact Funds,” are either **Discretionary Funds**, which allow the Foundation the flexibility to use its extensive knowledge of community issues and organizations to make grants that address emerging issues; or **Field-of-Interest Funds**, which give the Foundation grantmaking discretion within given areas of interest. With these funds, the Foundation utilizes the expertise of its staff and Board of Directors to identify opportunities to make grants that will have the most impact in the community.

IMPACT GRANTS

Due to restrictions placed on some of our funds by our donors, preference may be given to organizations and/or programs that address the following issues:

- **Disabilities:** Organizations/programs that serve the needs of the intellectually and/or physically disabled, including the hearing and sight impaired;
- **Classical Music:** Organizations/programs that benefit the field of classical music. This may include, but is not limited to, classical music performance, teaching and the commissioning of new works;
- **Programs that benefit the residents of Amsterdam, NY:** Organizations/programs that focus on the provision of services to the residents of Amsterdam, NY.

GRANT SIZE & DURATION

Community Foundation Impact Grants usually range from \$1,000 to \$15,000 (\$2,500 maximum for capacity-building grants). Grant period will not exceed one year.

SCHEDULE

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
February 23, 2017	April 2017*	August 2017

*Specific due date will be indicated on the formal application

CAPACITY-BUILDING GRANT INITIATIVE

The Community Foundation offers small, flexible grants to support some of the costs associated with organizational capacity-building. Capacity-building efforts include projects designed to generate new strategies to improve an organization’s ability to serve the community, more effectively carry out its mission and plan for the future (**\$2,500 maximum grant award**).

SCHEDULE

Application Questionnaires Due:	Decisions Will Be Made:
February 23, 2017	August 2017

*Specific due date will be indicated on the formal application

Occasionally, complex applications will require additional time to review.

Applicants will be kept informed of their proposal’s progress.

The Albany County Convention and Visitors Bureau Fund

FUNDING PRIORITIES

This fund was established to support Albany County's hospitality industry by funding programs that will help build and sustain Albany County tourism destinations, attractions, events and other tourism-related activities.

The following types of organizations/programs are examples of those that would qualify for grants:

- Located in Albany County;
- Events of a permanent nature that support and enhance tourism infrastructure and the positive image of Albany as a destination;
- Activities that will increase attendance and tourism within Albany County;
- Capital campaigns and requests for capital expenditures;
- Challenge grants where grants may be used as matches for other foundations' grants.

In addition, the Fund:

- Will consider grants spread over a specific number of years (when appropriate);
- Encourages collaboration between nonprofit organizations, community groups and hospitality businesses;
- Encourages applicants to demonstrate how many hotel stays will be generated by the grant activity;
- Cannot make grants to individuals.

GRANT SIZE & DURATION

Grants from this fund range between \$1,000 and \$5,000. Multi-year funding will be considered, but the grant period may not exceed three years.

SCHEDULE

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
N/A	September 14, 2017	November 2017

*Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal's progress.*

The Arnold Cogswell Health Care Fund

(Formerly known as the Community Health Care Fund)

FUNDING PRIORITIES

The major goal of this Fund is to make grants to facilitate the development of improved health care in the Capital Region.

The following types of organizations/programs are examples of those that would qualify for grants:

- Acute care hospitals;
- Long-term care facilities for the aged, ill or disabled;
- Disease and treatment centers;
- Medical colleges, nursing schools or pharmacy colleges;
- Allied health programs;
- Community health centers, clinics and programs;
- Home-care programs for the aged, ill or disabled;
- Regional health planning groups or hospital consortia;
- Disaster response agencies;
- Combinations of various health organizations.

A grant may be made:

- To either new or established organizations;
- For program costs (such as salaries/expenses) or for capital expenditures (such as building/equipment).

Special attention will be given to:

- New and/or innovative programs;
- Cooperative efforts of several organizations;
- Sharing in multiple source funding (private and/or public);
- Applicants demonstrating the importance of the Arnold Cogswell Health Care Fund grant to any overall building or equipment program.

GRANT SIZE & DURATION

Grants from this fund usually range between \$5,000 and \$30,000. Multi-year funding will be considered, but the grant period may not exceed three years.

SCHEDULE

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
N/A	September 7, 2017	November 2017

Occasionally, complex applications will require additional time to review.

Applicants will be kept informed of their proposal's progress.

The Barry Alan Gold Memorial Fund

Barry Alan Gold (1945 – 2002) enjoyed a national reputation as an attorney specializing in health care. Always an advocate and teacher, Barry dedicated his life to striving for equality in all spheres. He accomplished this through pro-bono work, charitable giving and volunteering.

The Barry Alan Gold Memorial Fund was established to sustain Barry’s legacy of giving back to his community to ensure everyone has improved access to services and benefits.

FUNDING PRIORITIES

This fund will accept proposals from organizations that seek to improve access to legal services, health care services, childcare/family services and the arts in the Capital Region.

GRANT SIZE & DURATION

Grant requests from this fund should not exceed \$5,000 and the grant period will not exceed one year.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
May 3, 2017	June – July 2017*	September 2017

*Specific due date will be indicated on the formal application

Occasionally, complex applications will require additional time to review.

Applicants will be kept informed of their proposal’s progress.

The Bender Family Foundation

Click [HERE](#) or visit www.TheBenderFamilyFoundation.org for the full Bender Family Foundation Application Process

FUNDING PRIORITIES

The Bender Family Foundation works to foster, preserve and fund the arts, culture, education, history and environment of New York State's Capital Region. Preference is given to projects in the city and county of Albany; however, the area within a radius of 60 miles measured from the site of the present New York State Capitol Building (State Street, Albany) will also be considered.

- The Foundation accepts proposals from organizations whose directors are active as volunteers, directors or donors;
- The Foundation will award challenge grants and will permit grants to be used as matching funds for other foundation grants;
- Priority is given to Albany County projects;
- The Foundation will consider requests for funding to support capital campaigns and capital expenditures;
- Grants **will not** be made to the same organization in consecutive years;
- The Foundation **does not** make grants to individuals or to support annual fund drives.

GRANT SIZE & DURATION

Grants from this fund usually range from \$5,000 to \$10,000. Multi-year grants may be considered when appropriate.

- If your organization was awarded a grant in 2016, please do not apply for new Bender Family Foundation funding until 2018.
- If your organization is awarded a grant in 2017, you will be eligible to apply for new Bender Family Foundation funding in 2019.

The pre-application questionnaire is available at www.TheBenderFamilyFoundation.org.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
March 15, 2017	May – June 2017*	September 2017

*Specific due date will be indicated on the formal application

Occasionally, complex applications will require additional time to review.

Applicants will be kept informed of their proposal's progress.

The Bender Scientific Fund

FUNDING PRIORITIES

The Bender Scientific Fund was established for the exclusive purpose of making grants to support and promote discovery and development in medicine, science and technology in the Capital Region. Grants may be made to fund:

- Research in medicine, biotechnology and life sciences;
- Educational and information-sciences projects related to medicine, biotechnology and life sciences.

The Fund is especially interested in research that addresses beginning research studies and in educational projects that would promote continuing discovery and learning. To this end, we encourage smaller nonprofit organizations and schools to apply for funding for projects that promote further exploration of medicine, biotechnology and life sciences by young people.

- The Fund will not support institutional overhead, nor will it fund conferences or meetings;
- Projects involving human subjects, use of vertebrate animals, hazardous materials or recombinant DNA require special consideration;
- Funding is not routinely designated for salaries or per diems but will be considered when justified.

GRANT SIZE & DURATION

Grants from this fund usually range between \$1,000 and \$12,500. Grants period will not exceed one year.

SCHEDULE

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
March 22, 2017	May 2017*	July 2017
August 9, 2017	September 2017*	November 2017

*Specific due date will be indicated on the formal application

*Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal's progress.*

Bethlehem Central Community Foundation Classroom Innovation Grants

FUNDING PRIORITIES

The goal of Bethlehem Central Community Foundation (BCCF) is to enrich the overall educational experience of Bethlehem Central students by funding programs and capital projects that are not traditionally funded through local tax dollars or other public resources included in the annual school budget.

The BCCF invites applications to the Classroom Innovation Grant program for innovative classroom or building-wide initiatives, materials or curriculum that promote one or more of the following:

- Greater academic achievement;
- New ways of learning and solving problems; and/or
- Projects that encourage student/educator collaboration.

GRANT SIZE & DURATION

Grant requests may be funded in amounts up to \$1,000, depending on the scope of the proposal. Multi-year funding requests cannot be considered, but the Committee may consider requests to renew funding for projects funded by BCCF in prior years.

Grants will generally not be awarded for:

- Class trips or school-wide assemblies;
- Snacks or food to be served during the project;
- Substitute teachers;
- Teacher stipends to enable participation in the project unless the program requires a significant time commitment outside of normal school hours.

ELIGIBILITY

Bethlehem Central School District teachers, groups of teachers, administrators and other school staff are eligible to apply for grants. Funding may be requested for partnerships with appropriate outside organizations, but the primary applicant must be within the school system.

Proposals will be evaluated on the quality of the application, feasibility of implementation and compatibility with BCCF goals.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
N/A	March 10, 2017	June 2017

*Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal's progress.*

The B'nai B'rith Gideon Foundation

FUNDING PRIORITIES

The B'nai B'rith Gideon Foundation was established to support rental housing and/or related social and recreational facilities for low-income elderly individuals, persons with disabilities and families of low-income residents living in New York State's Capital Region.

ELIGIBILITY

Potential applicants must meet the following requirements:

- Applicants for funding should represent rental organizations serving low-income elderly populations, persons with disabilities, and low-income families.
 - Additionally, organizations serving low-income elderly populations, persons with disabilities, and low-income families who are living in rental organizations, are also eligible to apply.
- The applicant organization must fit with the mission of B'nai B'rith Gideon Foundation.
- The applicant organization must be designated as a nonprofit organization by Internal Revenue Code 501(c)(3).
- Grants are made to organizations, not to individuals.
- The applicant organization must be governed by an active board of directors.
- A formal audit of the organization's financial information must be conducted annually or an IRS Form 990 must be submitted.
- Pre-application questionnaires for 2017 are due April 5 and September 7. If an organization is invited to submit a formal application, the due dates will be in May and October (exact dates will be provided by email).

GRANT SIZE & DURATION

Organizations may apply for up to \$25,000 in funding. Grant period will not exceed one year.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
April 5, 2017	May	July
September 7, 2017	October	December

*Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal's progress.*

The Capital Region Special Surgery – Race for Hope Fund

FUNDING PRIORITIES

The major goal of the Capital Region Special Surgery – Race for Hope Fund is to make grants to nonprofit organizations/programs serving uninsured and underinsured patients living in the Capital Region who are experiencing a financial hardship related to a brain, head or neck cancer diagnosis. The grants committee would like to see the funds directly benefit those individuals living with and affected by their brain, head or neck cancer diagnosis.

A grant may be made:

- To either new or established organizations;
- For program costs;
- To organizations within the 12 counties of the greater Capital Region (Albany, Columbia, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and/or Washington);
- To organizations/programs assisting patients who are experiencing a financial hardship related to their cancer diagnosis. This may include assistance with the following: medication co-pays, nutritional supplements, enteral feeding products, and/or grocery and gas gift cards for general expenses that are posing a hardship for patients and their families;
- To organizations/programs assisting with larger one-time expenses related to patients’ cancer diagnoses, such as outside physician/dental expenses, respite care and/or patient-specific equipment.

Grants will **NOT** be made from this fund for capital campaigns, building campaigns or equipment for hospitals.

GRANT SIZE & DURATION

Grants from this fund are usually between \$1,000 and \$10,000. Grant period will not exceed one year.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
N/A	February 22, 2017	May 2017

*Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal’s progress.*

The Niskayuna Community Foundation

FUNDING PRIORITIES

In considering a grant request, the Niskayuna Community Foundation places the highest priority on projects that address significant community issues, are result-oriented, encourage the involvement and participation of diverse and ethnic groups, demonstrate a true funding need and empower people to take control over their lives and environment.

Grants may be awarded in the following fields: health and human services, arts and culture, community development, conservation and historic preservation and recreation. Grants may also be used for capital projects, which may include equipment purchases.

To be eligible for funding, applications must meet the following requirements:

- Serve residents who live in the town or school district of Niskayuna;
- Organizations can also be sponsored by the Town of Niskayuna or the Niskayuna School District.

GRANT SIZE & DURATION

Grants made for the Competitive Grant program may not exceed \$5,000. Grant requests at or below \$1,000 may be considered under the mini-grant program. The grant period may not exceed one year in duration.

SCHEDULE

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
N/A	April 14, 2017	June 2017

Mini-Grant Program

Policy

The general policy of the Niskayuna Community Foundation is to make grants for innovative, creative projects and to support programs that are responsive to changing community needs.

Eligibility

The Niskayuna Community Foundation will accept proposals for mini-grants of \$1,000 or less for organizations that meet the following criteria:

- Qualify under Section 501(c)(3) of the Internal Revenue Code as a nonprofit organization OR operate under the fiscal sponsorship of an organization that does;
- Serve residents who live in the town or school district of Niskayuna;
- Grants are awarded in the following fields:
 - Arts and Culture
 - Community Development
 - Conservation and Historic Preservation
 - Education
 - Health and Human Services
 - Recreation
- Mini-Grant requests can be submitted for consideration year-round.

Please submit all grant applications via email to grants@niskayunacf.org.

The John D. Picotte Family Foundation

Formerly known as the Equinox – Albany Community Foundation Fund

FUNDING PRIORITIES

The John D. Picotte Family Foundation works to provide philanthropic support in New York State’s Capital Region, with emphasis on health, education, the arts, housing and the advancement of science which will have a significant impact on the quality of life in the Capital Region.

GRANT SIZE & DURATION

The Foundation does not give to individuals. Grants from this fund usually range from \$5,000 to \$20,000.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
July 12, 2017	September - October 2017*	December 2017

*Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal’s progress.*

The Standish Family Fund

*****Please note: for the 2017 year, the Standish Family Fund is not issuing a call for full grant proposals. Standish Family Fund Mini-Grants are still available in 2017.*****

MINI-GRANT FUNDING PRIORITIES

The Standish Family Fund's Mini-Grant Program seeks to address the challenges of society or education through small grants to legally incorporated, IRS-registered 501(c)(3) charitable organizations for projects and programs focusing on youth and education. Mini-grants are limited to opportunities in Albany, Rensselaer, Saratoga and Schenectady counties, as well as a separate pool of funds available to projects in Sheridan, Wyoming. The program is advised by the third generation of the Standish family.

GRANT SIZE & DURATION

Grants from this fund are usually \$1,000 or less.

SCHEDULE

Letter of Interest Due:
April 5, 2017
November 1, 2017

*Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal's progress.*

The Times Union “Hope Fund”

FUNDING PRIORITIES

The Times Union “Hope Fund” works to provide philanthropic support in the Capital Region for after-school and summer programs. The fund’s emphasis is on expanding after-school and summer programs for low-income and at-risk children, which will have a significant impact on the quality of life overall for children in the Capital Region.

There are two focus areas for the “Hope Fund” grants – summer programs and after-school programs.

GRANT SIZE & DURATION

Organizations can apply for up to \$10,000 annually. Grant period will not exceed one year.

PROCEDURE

The Pre-Application Questionnaire can be found at www.timesunion.com/hopefund.

SCHEDULE

Pre-Application Questionnaires Due:	Formal Applications Due:	Final Decisions Will Be Made:
February 15, 2017	April - May 2017	June 2017

*Specific due date will be indicated on the formal application

*Occasionally, complex applications will require additional time to review.
Applicants will be kept informed of their proposal’s progress.*

The Linda G. Toohey Donor Advised Fund – Executive Director Training

FUNDING PRIORITIES

The Linda G. Toohey Donor Advised Fund of the Community Foundation is committed to strengthening our community's nonprofit leaders. This Executive Director Training project offers limited funding to Capital Region nonprofit leaders who are interested in learning more about fundraising and development, nonprofit management and finance, board development and governance, marketing and public relations, as well as other capacity-building activities. Grants will cover costs associated with participating in a course, seminar series or conference identified by the nonprofits.

To be considered for an Executive Director Training grant, the applicant must be:

1. A new executive director with **five years or less** experience at a nonprofit organization serving primarily Albany, Rensselaer or Saratoga counties. Preference will be given to organizations serving Saratoga County.
2. An executive director from an organization with a yearly budget of **\$3,000,000** or less.

Additionally, the organization is expected to contribute to the proposed training/conference.

Additional Details:

- Applications can be submitted by executive directors as long as the organization's board of directors supports the application. Please note that priority is given to paid executive directors.
- Priority is given to nonprofits with limited budgets and staff capacity.
- The Foundation will not award a grant for a course, seminar series or conference that has already begun or has already taken place at the time of application review.

Eligible Activities:

- Training and courses offered by professional and nonprofit organizations, such as NYCON, the Association of Fundraising Professionals, Board Source, American Association of Grantwriting Professionals or Camp Finance;
- Courses offered by accredited educational institutions on the topics of nonprofit fundraising and development, management and finance, board development and governance, marketing and public relations, as well as other capacity-building activities. The applicant cannot already be enrolled in the educational program;
- Registration and/or fees to attend programs, conferences and other related events;
- Funding to support professional certification;
- Books, travel and meals.

Excluded are: membership dues and annual conference fees.

GRANT SIZE AND DURATION

Organizations can apply for up to \$2,000 in funding. Grant period will not exceed one year.

Pre- Application Questionnaires Due:	Applications Due:	Decisions Will Be Made:
N/A	Rolling deadlines through 2017	Rolling decisions through 2017

Occasionally, complex applications will require additional time to review.

Applicants will be kept informed of their proposal's progress.