

# THE BENDER FAMILY FOUNDATION

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## Application Process

### Mission

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 no more than 60 miles measured from the site of the present New York State Capitol building will also be considered.**

Grants usually range between \$5,000 and \$10,000.

### Guidelines and Eligibility

- Although we do not give to the same organization in consecutive years, we will consider multi-year grants 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 Foundation accepts proposals from organizations where its directors are active as volunteers, directors or donors.
- We award challenge grants and permit our grants to be used as matching funds for other foundation grants.
- We give priority to Albany County projects.
- We accept requests for grants to support capital campaigns and capital expenditures.
- We do not make grants to individuals or to support annual fund drives.
- The Bender Family Foundation will not consider grant proposals which do not follow the guidelines.

### Submitting a Grant Application

#### Step 1:

Complete the required pre-application questionnaire email it to Shelly Connolly, Program Assistant, at [sconnolly@cfgcr.org](mailto:sconnolly@cfgcr.org). **Please note: Your responses to this questionnaire will determine whether you are invited to submit a formal application. Please be thorough and pay particular attention to Question #10. Be clear about the project and its benefits.**

Staff and Trustees will acknowledge and review all questionnaires.

#### Step 2:

If your pre-application questionnaire is accepted, the Trustees will notify you via email. We also will send a formal grant application with its due date indicated. Formal applications typically are due back within approximately 6 weeks.

#### Step 3:

Complete and submit the formal grant application, along with any supporting materials. Please adhere to the application requirements to avoid the inconvenience of having to re-apply at a later date.

Mail the completed application proposal, signed by the chief executive officer or board president, and attachments to:

The Bender Family Foundation  
c/o The Community Foundation for the Greater Capital Region  
6 Tower Place, Albany, NY 12203

## **Review Process**

Community Foundation staff will conduct the initial review of the pre-application questionnaire and may ask for additional information. Applicants that do not adhere to the Foundation's guidelines will be asked to resubmit.

Foundation Trustees will review and discuss all complete pre-application questionnaires, as well as subsequent formal applications. If we are unfamiliar with your organization, we will request a site visit. During that visit, we will ask that you provide us with the following:

- Brochures, annual reports or other descriptive materials (if available); and
- Descriptions of key staff, including qualifications.

We will notify you in writing of the Trustees' decisions.

## **Time Line**

Pre-application questionnaires are due March 15, 2017, and will be reviewed by June 30, 2017. Information on the formal application, including submission deadlines, will then be sent to those who are invited to continue with the application process. Final decisions on formal applications will be completed by September. Grant awards will be distributed in June.

Occasionally, complex applications require additional review time. If that's the case, we will keep you informed of your application's progress.

## **Post-Grant Requirements**

Grant recipients are required to submit written evaluations of the project at 6 months and within 60 days of the conclusion of the grant period. For multi-year grants, more frequent reporting may be required. In addition, Foundation Trustees may conduct site visits, at our discretion, during the course of the grant period.

## **Questions**

**Please do not contact the Trustees of the Bender Family Foundation directly.**

**Questions regarding the grant review process should be directed to:**

Jackie Mahoney, Vice President of Programs or Shelly Connolly, Program Assistant

The Community Foundation for the Greater Capital Region

6 Tower Place, Albany, NY 12203 | (518) 446-9638 | [jmahoney@cfgcr.org](mailto:jmahoney@cfgcr.org) or [sconnolly@cfgcr.org](mailto:sconnolly@cfgcr.org)