



GRANT APPLICATION GUIDELINES

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Grant Application Guidelines

ALL PROPOSALS MUST:

- Use 12 point font
- Have at least one inch page margins
- Be no more than 10 pages (excluding appendices)
- Have pages numbered consecutively, starting with the first page of the Project Description and including all attachments
- Be single sided and stapled in the upper left-hand corner. Do not bind or insert applications in any kind of folder

GRANT APPLICATION OUTLINE

Excluding appendix items, this application proposal should be no more than 10 pages and should include the following:

1. **Application Cover Sheet** (cover sheet available in PDF or MSWord format)

2. **Project Description**

This section should cover the following:

- The need or specific problem being addressed;
- The objectives of the project, including whom your project will benefit over the short and long term;
- A detailed timeline of how the project will proceed;
- A plan to continue the project after funding from the Foundation is complete.

3. **Purpose of Funding/ Project Budget**

Show the entire cost of the project even if you are asking the NYS TRIBUTE FOUNDATION to consider only part of the cost. Please explain in detail the exact use planned for the funding that you are requesting. Also list any grants received, applications pending, or other project funding sources and indicate which will also be applied to this project/situation.

4. **Uniqueness of Situation/Project**

Identify unique aspects of your organization's situation, program, or project that differentiate your proposal from similar applications.

5. **Demonstrate Need**

Organizations should demonstrate need for the project in the community and explain who will benefit from the project.

6. Effectiveness/Success Review

If your organization receives this funding, how will it be determined whether Foundation assistance has helped you to achieve project goals? Include a statement advising how the funding, if made, can be evaluated with regard to the agreed upon purpose and/or the effectiveness of the program.

7. Organizational and Personnel Qualification

Provide a brief description of the person(s) and/or organization(s) undertaking the project and an explanation of why they are suited for this endeavor. Please indicate who should be the contact person for follow-up to this application.

APPENDIX ITEMS (Required)

1. **IRS Determination Letter** – Not-for-profit organizations must submit a copy of your IRS determination letter indicating 501(c)(3) status.
2. **Budget** – Organizations should include a detailed copy of the latest annual operating budget reflecting expenditures and receipts and a statement of assets.
3. **Board of Directors** – The names of the members of the Board of Directors and their principal occupations.
4. **Resumes** – Submit a resume (or c.v.) for each of the key people involved in your project.

APPENDIX ITEMS (Optional)

You may include other information such as brochures, fact sheets, annual reports, letters of support, or news clippings that might help us better understand your organization and project. Please note that the Foundation will not be able to return these items.

SUBMISSION DEADLINES

Completed applications are reviewed at quarterly Board of Directors meetings.

Deadlines for receipt of applications:

	February 15
‘	May 15
	August 15
	November 15

Incomplete applications will be returned to applicant.

SUBMITTING YOUR REQUEST

NYS TRIBUTE FOUNDATION requires **15 copies** of all proposals submitted.

Applications should be mailed to:

NYS TRIBUTE FOUNDATION, INC.

426 New Karner Road

Albany, NY 12205-3810

Application Review Criteria

The NYS TRIBUTE FOUNDATION'S Board of Directors has established certain eligibility criteria that must be met by all applicants. NYS TRIBUTE FOUNDATION grants are awarded in open competition, based on a number of specific criteria, which are described below. In addition to the general criteria, each application is reviewed to evaluate the merit regarding several specific program criteria. Each criterion is a potential consideration that reviewers may employ when evaluating each application. Criteria not listed below may also be used to evaluate applications.

General Review Criteria

- The NYS TRIBUTE FOUNDATION will not fund organizations that discriminate in the provision of services or in employment practices based on race, color, religion, ethnicity, sex, age, national origin, disability, sexual orientation, marital status, and any other characteristics protected by applicable law. This policy does not prohibit funding of programs that meet specific needs of populations based on gender, age, disability, ethnicity or national origin.
- Applicant organizations must be exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.
- The NYS TRIBUTE FOUNDATION primarily funds organizations, projects and individuals located within New York State.

Program Specific Criteria

The following program criteria are used by reviewers to evaluate the purpose, goals and objectives, content and implementation capacity of proposed programs. Not all criteria will be applicable to every proposed program, and additional criteria may be used.

1. Program Content Criteria

A. Death, Dying and Bereavement Content

Are the issues, concepts, questions, or themes the project seeks to address clearly articulated? Will the project advance the mission and purposes of the Foundation? To what extent does the proposed activity suggest and explore innovative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources to ensure project success?

B. What are the broader impacts of the proposed activity?

How well does the activity advance discovery and understanding of death, dying and bereavement? Does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? Will the results be disseminated broadly to enhance general public understanding? What may be the benefits of the proposed activity to society? Can this program be used as a model program for other organizations?

2. Plan of Work

Are the project's objectives clearly stated and achievable? Does the program have a clear purpose with well-planned goals, objectives, activities and measurement tools? Is the format workable and appropriate? Is the schedule realistic? Does the plan clearly assign responsibilities for activities to be performed? Is there a contingency plan for things that may go wrong during project execution?

3. Audience

Does the applicant have a clear sense of the audience for the project? Are the topic, format, and schedule of the project appropriate for the intended audience? Does the proposal include an effective plan for attracting the intended audience?

4. Personnel

Are the personnel involved well qualified for the roles they will play? Have appropriate experts been involved in planning the project? Are these personnel available to commit the required time to the completion of the project? How well qualified is the proposer (individual or team) to conduct the project?

5. Organizational Capacity and Need

Does the sponsoring organization have the capacity to implement the proposed project successfully? Is the project likely to happen without Foundation support?

6. Budget

Is the budget realistic in terms of the scale of the project and the anticipated results? Are the costs reasonable and justified? If additional funds are needed to complete the project, does the proposal include a realistic plan for securing them?

Award and Follow Up Procedures

Communication with Grantees

Foundation staff will maintain ongoing communication with grantees and facilitate follow up procedures to grant awards.

Award Procedures

Following Board review, recommendation and resolution of funding to a grantee, the following materials will be forwarded to the grantee, and executed:

- Letter of award announcement
- Disbursement schedule
- Notice of reporting requirements: progress report form, final summary report form, IRS reporting requirements if applicable
- Funding award agreement (contract)

The following monitoring measures will be performed by Foundation staff and/or the Board to ensure that the Foundation's funding awards are used appropriately and in accordance with established funding guidelines:

- Establishment of grantee file
- Review of progress reports
- Review of disbursements and comparison to original budget
- Monitoring for changes in approved proposed activities or expenditures; recommendations for Board action regarding such changes
- Communication with grantee regarding questions or problems during grant period
- Site visit (where appropriate) by Foundation staff and/or the Board of Directors
- Review of final report by Foundation staff and/or Board of Directors
- Closing of grantee file

Annual Foundation Report

Foundation staff will document information regarding funding inquiries, applications and awards for the purposes of a written annual foundation report, which will be distributed to stakeholders and made available to the public.

Appendix

Application Cover Form

Please complete and submit this proposal cover form with your proposal and supporting documents.

NYS Tribute Foundation, Inc.
426 New Karner Road
Albany, NY 12205
800-291-2629
www.tributefoundation.org

Application Date: _____

Organization: _____

Address: _____

Telephone: _____

Fax: _____

Web Address: _____

Primary Contact: _____

Title: _____

Phone/Extension: _____

Email: _____

Date of Incorporation: _____

Tax Status 501 (c)(3)
 Other Designation: _____

Type of Support Requested (check one): Program Seed Money Research

Amount Requested: _____

Total Project Budget: _____

Total Organization Budget: _____

Other Sources of Funds: _____

Brief Project Description: _____
