



199 Lincoln Avenue – Suite 313

Bronx, NY 10454

Website: www.bronxvankeefund.org

Email: Bronxvankeefund@gmail.com

2017 APPLICATION FOR LARGE GRANTS

Mail completed application form and attachments to the Fund's address (listed above)

(Please Note: There is a separate application process for Little League and community group requests for Small Grants, Sports Equipment, and Yankee Tickets)

Name of Organization: _____

Contact Person: _____

Secondary Contact Person: _____

Address: _____ City _____ State _____ Zip _____

Tel # (____) _____ - _____ Fax # (____) _____ - _____

Email: _____@_____ **(EMAIL ADDRESS MUST BE PROVIDED)**

Secondary Email: _____@_____

Federal Tax ID# _ _ _ _ _

Grant Amount Requested: \$ _____ **(MAXIMUM GRANT AMOUNT \$15,000)**

Program/Project Title: _____

Bronx Community Board # _____ **(COMMUNITY BOARD# MUST BE PROVIDED)**

Number of Participants to be Served: ____ (children) ____ (Teenagers) ____

(Adults) ____ (Seniors) Total Number Served: _____

Organizations who are not a 501 C 3 , may apply using a Fiscal Conduit

Fiscal Conduits must submit all required documentation as listed on page 2 of this application

Name of Fiscal Conduit: _____

Fiscal Conduit Address: _____ City _____ State _____ Zip _____

Contact Person: _____ **Contact Tel # ()** _____ - _____

Contact Email address: _____@_____



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REQUIRED NARRATIVE AND ATTACHMENTS

All required documentation listed below must be submitted for all organizations using a fiscal conduit.

1. **Proposal Summary** Please include the following:

- (a) Describe how grant requested will be used to leverage other resources (names/grant amounts) and;
- (b) Are you collaborating with any another organization on this same program request?

2. **Organization/Group Applying for Funds**: Provide History, Goals, Track Record, and Accomplishments.

3. **Description of Project/Program**: Explain in detail the Project History, Population Served, Need, Objectives/Methods, Time Period and Timeline, Staff, Assessment Methods, Partners.

4. **Organizational Information/ Documentation**: The following attachments are required for application consideration:

- Organization's IRS Tax-Exemption letter 501c 3
- List of Organization's Board Members and their affiliations
- Organization's Most Recent Form 990 OR Audited Financial Report
- Organization's Current Income and Expense Report including actual totals to date
- List of Organization's Current Private and Public Funding Sources with amounts
- Organizations conducting work in schools must submit Letters of Reference from school Principal or Administrator confirming that said program is being conducted at the school. (Identify the School's Community Board # in this letter)
- For Organizations who have Multi-Borough Programs-please submit the following:
 - Statement confirming the program participants are *Bronx Residents*
 - If approved, upon program commencement a list of participant's names & address must be submitted to confirm that program participants are Bronx Residents.
- For Organizations requesting a portion of grant for Instructors- **Note that these fees can not exceed 20% of total amount requested.**
- Groups with Fiscal Conduits MUST ALSO include: a **letter from the Fiscal Conduit Chief Executive Officer (CEO)** on organization's letterhead with attachments stating (a) the name of the organization acting as the Fiscal Conduit and a contact person and (b) a **signed statement** by the CEO stating, "I certify that I represent the above mentioned organization and that the grant requested is for a charitable purpose."

5. **Project/Program Fiscal Information**

- Provide a detailed Program Budget for total amount requested
- Program Budget Form for Large Grant Application-Itemization of items must be included. **Applications will not be processed without this form fully completed and itemized.** (Available on our website)

***INCOMPLETE APPLICATIONS RECEIVED WILL BE TABLED UNTIL NEXT FUNDING CYCLE**