



199 Lincoln Avenue – Suite 313
Bronx, NY 10454
Tel: 347-591-4767
Website: www.bronxyankeefund.org
Email: Bronxyankeefund@gmail.com

2019 APPLICATION FOR LARGE GRANTS

Use this application for cash grants requests from \$1,501.00 to \$15,000.00

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 # _____ **(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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INSTRUCTIONS FOR LARGE GRANT SUBMISSION

The Large Grant Application may be submitted via regular mail or email with all the attachments listed below;

REQUIRED DOCUMENTATION:

1. **APPLICATION FORM**

2. **NARRATIVE: (Please include a description of each of the following)**

- Describe how grant requested will be used to leverage other resources
- Are you collaborating with any another organization on this same program request?
- Provide History, Goals, Track Record, and Accomplishments.
- Description of Program: Explain in detail the Project History, Population Served, Need, Objectives/Methods, Time Period and Timeline, Staff, Assessment Methods, Partners.

3. **FINANCIAL DOCUMENTATION:**

- 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)
- Groups with Fiscal Conduits MUST ALSO include:**
 - **letter from the Fiscal Conduit Chief Executive Officer (CEO)** on organization's letterhead with attachments stating the name of the organization acting as the Fiscal Conduit and a contact person and **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."

4. **PROGRAM BUDGET FORM:** (available on website) must be included and itemized with detail.

{Grants that are funded must provide receipts of items listed on budget Form with their Progress Report.}

***PROGRESS REPORTS:** This is a requirement of all funded grant awards. A Progress Report (form available on Website) is due 6 months from receipt of grant as well as at year-end of grant program.
(Receipts are required at the time of the year-end Progress Report).

NOTE: *Incomplete applications missing any required documents will be tabled until next funding cycle