



555 Bergen Avenue – Room 403
Bronx, NY 10455
Tel: 718-255-5941
Website: www.bronxyankeefund.org
Email: bronxyankeefund@gmail.com

2023 APPLICATION FOR LARGE GRANTS

Use this application for Cash Grant requests from \$1,501.00 to \$15,000.00
APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY

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 \$15,000.00)**

Program/Project Title: _____

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

Number of Participants to be Served: ____ (Children) ____ (Teenagers) ____ (Adults) ____ (Seniors)

Total Number Served: _____

Organizations that are not designated as a 501(c)(3), may apply using a *Fiscal Conduit.

***Fiscal Conduits must be designated as a 501(c)(3) and agree to accept funds for an organization that does not have tax-exempt status**

Name of Fiscal Conduit: _____

Fiscal Conduit Address: _____ City _____ State _____ Zip _____

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

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



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INSTRUCTIONS FOR LARGE GRANT SUBMISSION

The Large Grant Application must be submitted **via email** with the attachments listed below:

REQUIRED DOCUMENTATION:

1. APPLICATION FORM

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

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

3. FINANCIAL DOCUMENTATION:

- Organization's IRS Tax-Exemption letter 501(c)(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 the organization's letterhead with attachments stating the name of the organization acting as the Fiscal Conduit and a contact person, and 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."

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

***PROGRESS REPORTS:** This is a requirement of all funded grant awards. A Progress Report (form available on Website) is due when money is fully disbursed or 12 months from receipt of grant, whichever is sooner. Failure to provide a Progress Report may impact future funding.

***Incomplete applications will not be considered and will be tabled until next funding cycle.**