



555 Bergen Avenue – Room 403  
Bronx, NY 10455  
Website: [www.bronxvankeefund.org](http://www.bronxvankeefund.org)  
Email: [Bronxvankeefund@gmail.com](mailto:Bronxvankeefund@gmail.com)

## 2025 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.**