



CENTRAL NEW YORK
COMMUNITY
FOUNDATION, INC.

Where the Smart Money Gives.

Grant Application

Fund name: The Patrick Wiese Foundation

ORGANIZATION INFORMATION	
Name of Organization	
Address	
Website	
Contact Person/Title	
Phone	Work: Cell:
E-mail	
Executive Director (if different from Contact Person)	
Tax Exempt ID # (EIN)	

PROJECT INFORMATION	
Project Title	
Total Project Budget:	\$
Funding Requested:	\$
Anticipated Start/End Dates	

Date Application Submitted	
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Please submit a project narrative using the space provided and the referenced forms.
Please use a readable font size and style.

I. ORGANIZATIONAL OVERVIEW

- 1) Provide a brief summary of organization's history and mission.
- 2) Briefly describe the population and geographic region (community/county) served by this organization.
- 3) Describe your organization's key accomplishments.

II. PROJECT DESCRIPTION

- 1) Describe the purpose of the project.
- 2) What are the needs to be addressed?
- 3) How will the grant funds be used?
- 4) Anticipated timetable and duration of the project.
- 5) Please describe your future plans for sustaining this project after the grant period ends.

III. EVALUATION

- 1) What results do you expect to achieve at the end of this project?
- 2) Please quantify how many individuals will be served as a result of this grant.

REQUIRED ATTACHMENTS

- Statement of Revenue and Expense for your organization's most recent fiscal year
(please use attached ***Financial History Page***)
- Total Organizational Budget for current fiscal year
- Project Budget (please use attached ***Proposed Project Budget & Explanation*** form)

Submit this completed applications and all required information to:

Central New York Community Foundation
Attn: Grants & Community Initiatives
431 East Fayette Street
Suite 100
Syracuse, NY 13202

Financial History

MOST RECENT full fiscal year ending ___ / ___ / ___

(in whole dollars)

AUDITED

UNAUDITED

Statement of Support & Expenses			
Revenues		Expenditures	
contributions	_____	program	_____
individual	_____	administration	_____
corporate/foundation	_____	fundraising	_____
government grants	_____	other (please specify)	_____
program generated	_____		_____
other (please specify)	_____		_____
Total Revenues	_____	Total Expenditures	_____

Balance Sheet			
Assets		Liabilities	
cash	_____	current	_____
securities	_____	long-term	_____
accounts receivable	_____	Total Liabilities	_____
contributions receivable	_____		_____
property/equipment	_____	Net Assets	
other (please specify)	_____	restricted	_____
		unrestricted	_____
		Total Net Assets	_____

Total Assets	_____	Total Liabilities + Net Assets	_____

*note: for your balance sheet to "balance"
total assets = total liabilities + total net assets.*

PLEASE MAKE SURE THAT THE INFORMATION PROVIDED ON THIS FORM CORRESPONDS WITH THE FINANCIAL DOCUMENTATION PROVIDED IN THE ATTACHMENTS

Proposed Project Budget & Explanation

1) Proposed Project budget (in whole dollars)

Please complete the following budget table, and include all sources of income for the proposed project.

Expense Item Description	Support from Your Agency*	+	Support from Other Funders	+	Requested from CNYCF	=	Total Budgeted Expenses	Total Actual Expenses From CNYCF Funding**	Total Actual Expenses**
		+		+		=			
		+		+		=			
		+		+		=			
		+		+		=			
		+		+		=			
		+		+		=			
		+		+		=			
		+		+		=			
		+		+		=			
Total		+		+		=	Project total \$	Project total \$	Project total \$

* include revenues generated by program and agency in-kind contributions.

**to be completed in final report.

2) Budget Explanation

On an additional page, please provide a detailed breakdown of the total for each expense item request, even if items are being provided by another funding source.

For example, if the expense item description is "Printing" and the total for that item is \$300, you should provide a breakdown that says: Printing = 10,000 copies @ \$.03/copy = \$300

3) Other Funders

On the separate page you have for the budget explanation, please list other funders and the support they are providing, including in-kind contributions. Indicate status of the funding (whether pending or secured).

4) Capital Expenditure

If you are requesting support for a **capital expenditure**, please include **price quotes from 3 vendors**. A capital expenditure is any piece of work or equipment that you are getting from an outside source that exceeds \$500 in value. If you have three or more capital expenses, (ie: a stove, a freezer and a refrigerator) please provide a one-sheet price comparison to precede the actual quote documentation.