
Fundamentals

Grantmaking Fundamentals for Applicants

We request that grant applicants review and confirm their understanding of the following guidelines as part of the grant application process. We hope that these provide useful background about Park Foundation and our grantmaking procedures.

1. By submitting the IRS determination letter with your proposal, the organization is confirming that it remains in effect. It is the applicant's responsibility to notify Park Foundation of any change in the organization's tax-exempt status.
2. Unless otherwise specified in the grant agreement, general support grants are intended to fund a grantee's charitable, educational or other activities consistent with public charity status. They are not earmarked for any specific purposes. It is a grantee's responsibility to comply with all applicable laws including the limits on lobbying under the tax code and its regulations.
3. The Foundation's funding may not be used (a) to participate or intervene in (directly or indirectly) any political campaign on behalf of or in opposition to any candidate for public office; (ii) for any activity that is in violation of federal, state or local law or any effort to induce or encourage violations of law or public policy; (iii) to cause any private inurement or improper private benefit to occur; or (iv) in any manner inconsistent with permissible purposes defined under Section 501(c)(3) of the Internal Revenue Code. Please review this [link](#) for voter registration rules for Private Foundations before you apply.
4. Each Foundation grantee is responsible for the execution of the project(s) described in its submitted funding proposal and for the programmatic and financial reporting required under the grant agreement. If a grantee retains outside entities or makes grants to other organizations to undertake some of the activities described in the grant proposal, the grantee remains solely responsible to the Foundation under the grant agreement.
5. Park Foundation is a private foundation, therefore its funding is not considered "public support" for purposes of calculating a public charity's [public support test](#). We encourage applicants to review and determine in advance of applying for a grant that, if awarded, it will not adversely affect their public charity status. Consulting with legal counsel or a knowledgeable accountant is advisable.
6. Funding applications are considered confidential and are the property of the Foundation.
7. If an applicant organization has received funding from Park Foundation in the past, please ensure that reporting related to prior grants is current before submitting a new proposal. You are welcome to contact the Foundation to confirm that all reporting is up to date.

Park Foundation staff are available to respond to any questions.

I agree that I have read and understand the above conditions. *

Select one

- ☐ False
- ☐ True

Getting Started

- **New Feature** - Use the **Manage Applicants** link at the top of the page to add any additional individuals that should have access to this application and any subsequent forms relating to the potential grant.
- For assistance, contact us at 607-272-9124 or email Tania Cornish, Grants Manager at tyc@parkfoundation.org.
- Add noreply@yourcause.com and mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

Organization and Contact Information

Organization Information

Organization Name *

As specified on your IRS determination letter

Street Address or PO Box *

Website

Primary Contact for the Organization

First name	Last name	Email address	Phone	Title
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☐ Same as "Chief Executive Officer's Name/Title"

Primary Contact for Proposal

First name	Last name	Email address	Phone	Title
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Preferred Method of Communication *

Select one

- ☐ Email
☐ Phone Call

Proposal Details

Proposal Summary

Type of Support *

Select one

- ☐ General Operating Support
- ☐ Other
- ☐ Project Support

Brief Proposal Title *

(250 Word Count)

Request Amount ***Organization Budget *****Proposed Budget *****Proposed Duration ***

Select one

- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years

Brief Organizational Background and Mission *

(250 Word Count)

Brief Summary *

In 1-2 sentences briefly describe the purpose for which funds are requested. (250 Word Count)

Proposal Details

Proposal Narrative *

Please provide a description of the work for which funds are requested, including specific objectives, goals, and planning activities. (1000 Word Count)

What are the goals of your work for this effort, and how will you determine if these goals or your broader organizational work have been successful? *

(500 Word Count)

How is your organization addressing the needs of the people and communities historically left behind in relation to your work? How have you come to understand what those needs are? Please share examples of milestones or progress from the past year toward integrating such considerations into your work. *

(500 Word Count)

List leadership, management, partnering organizations, and collaborators for this proposal. *

(250 Word Count)

Committed Funding Sources *

Provide information about other confirmed sources of funding for this project, including the amounts committed by each source. (250 Word Count)

Pending Funding Sources *

List any other potential funding sources for this project including the amounts being requested and the status of those proposals. (250 Word Count)

Attachments

Required Application Attachments

The Foundation may request further organizational, financial, and programmatic details as part of its evaluation process.

Most recent IRS 501(c)(3) determination letter *

Detailed project budget *

Most recent organizational budget (Please include endowment if applicable) *

Most recent (audited if available) financial statements *

Current list of the organization's board of directors. *

Please attach a list of the project's board of directors and/or advisory committee.

Optional Application Attachments

You may provide up to 2 additional supplementary materials, such as a cover letter, annual report, newsletters, or special reports, which you believe will assist the Foundation in its review process.