

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](mailto:tyc@parkfoundation.org).
- Add [noreply@yourcause.com](mailto:noreply@yourcause.com) to your safe senders list to ensure you receive all system communications.

## Organization and Fiscal Sponsor Information

### Organization and Fiscal Sponsor Information

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#### Fiscal Sponsor Information

Please give us information about your Fiscal Sponsor.

#### Fiscal Sponsor Name \*

As specified on your IRS determination letter

#### PO Box or Street Address \*

#### Phone \*

#### Website

#### Fiscal Sponsor Primary Contact

First Name	Last Name	PO Box or Street Address	Title	Phone	Email
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#### Total Fiscal Sponsor Organizational Budget \*

#### Fiscal Sponsor Endowment \*

#### Endowment As Of \*

#### Brief Fiscal Sponsor background including the organization's history, mission, programs and services. \*

(250 Word Count)

# Sponsored Organization Information

Please provide us with information about the project or organization being fiscally sponsored.

Sponsored Organization Name \*

## Sponsored Organization Information

First Name	Last Name	Phone	PO Box or Street Address	Website	Title	Email
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☐ Same as Organization Primary Contact \*

Brief Sponsored Organization Background including the organization's history, mission, programs and services \*

(250 Word Count)

# Proposal Details

## Proposal Details

Type of Support \*

Select one

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

Brief Proposal Title \*

Request Amount \*

Sponsored Organization Total Budget \*

## Project Budget \*

## Proposed Duration \*

Select one

- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years

## Brief Summary \*

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

## Proposal Narrative \*

Description of the work for which funds are requested, with specific project goals and activities. (1000 Word Count)

## What are the goals of your work for this effort, and how will you determine if these goals/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 the 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 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 \*

Detail on other committed sources and amounts of funding for the project. (250 Word Count)

## Pending Funding Sources \*

List other pending sources and amounts of funding, and the status of those submissions. (250 Word Count)

## Attachments

### Required Application Attachments

The Foundation reserves the right to request additional organizational, financial and programmatic information as part of its review process.

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

**Detailed project budget \***

**Most recent organizational budget \***

**Most recent (audited if available) financial statements \***

**Please attach a list of the project's board of directors and/or advisory committee. If fiscally sponsored, please also include a list of the fiscal sponsor's board of directors. \***

### **Optional Application Attachments**

Up to 2 additional supplementary materials (i.e., cover letter, annual report, newsletters, special reports) the applicant deems would assist the Foundation in its review.