
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

Letter of Inquiry

- 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 to your safe senders list to ensure you receive all system communications.

Organization Name *

As specified on your IRS determination letter

Mailing Address *

PO Box or Street Address

Phone *

Website

Chief Executive Officer's Name/Title

First Name	Last Name	Email	Phone	Title
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Primary Contact for Proposal

First Name	Last Name	Email	Phone	PO Box or Street Address	Title
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☐ Same as Organization Chief Executive Officer/CEO

Preferred Method of Communication *

Select one

- ☐ Email
- ☐ Phone Call

Brief Organizational Background and Mission

(250 Word Count)

Brief Summary of Letter of Inquiry (1-2 sentences, briefly describe the purpose for which funds are requested.) *

(250 Word Count)

LOI Title *

Request Amount *

Proposed Budget *

Proposed Duration *

Select one

- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years

Please attach one supporting document that you would like us to use in our consideration