

## Grant Submission Requirements

### Summary of Grant Submission Requirements

1. The Foundation supports requests that help nonprofits based in Western New York operate more effectively and efficiently by making targeted investments in specific capacities that will meet the unique characteristics and needs of each individual nonprofit.
2. Grants are limited to non-profit organizations which have obtained tax-exempt status under Section 501(c)(3) of the Internal Revenue Service (IRS) Code
3. All applicants must have three years of 990 filings in order to be eligible to apply for a grant.
4. Grants are limited to agencies that are physically located in one of the seven counties of Western New York: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara and Wyoming.
5. The Foundation will allow the submittal of one application per 501(c)(3) organization at a time.
6. Organizations who have been granted an award may reapply to the Foundation two (2) years following the final payment of a grant.
7. Grants for the following types of groups and uses are not made:
  - a. Religious Organizations for Religious Purposes
  - b. Political Organizations, Campaigns, and Candidates
  - c. Municipal and Government
  - d. Grants or Loans to Individuals
  - e. Fund-Raising Events, i.e. Sponsorships, Tables, Dinners, and Telethons
  - f. Endowments
  - g. Scholarships
  - h. Operating Expenses
  - i. Hospital Capital Campaigns
  - j. General Capital Campaigns
8. Please note that it is our normal practice to schedule a meeting with applicants after receiving and reviewing their proposals, schedules permitting. This is exploratory in nature and does not in any way indicate a predisposition of the Board toward approval.
9. A Letter of Inquiry must be submitted online.

## **How to Apply**

Prior to submitting a Letter of Inquiry or Application please review our Grant Guidelines to learn more about the types of grants we give and our grantmaking process.

All grant applicants will need to create an account on our online grants-management system when they first use the system to apply. Your organization's basic information will be stored for future use when accounts have been set up or any grant activity has occurred.

- Step 1: Letter of Inquiry. Deadline dates for Letter of Inquiry submittals are June 30<sup>th</sup> and November 30<sup>th</sup>. Other deadlines may be available and will be posted on the online portal. You will be notified with an approval to move to the application process or a denial.
- Step 2: Application. Not all applicants will be invited to apply. Deadline dates for the application is three weeks from notification to proceed.

**To apply please follow the link below:**

<http://www.grantinterface.com/wnyfoundation/common/logon.aspx>