



UNIFORM GRANT GUIDELINES

The Rockland Community Foundation's (RCF) mission is to improve the quality of life for all people in Rockland County by increasing charitable giving and connecting donors to community needs which they care about most. Created by dedicated community leaders, the RCF is a public nonprofit charitable organization established as a permanent resource to make our Rockland County a better place for all of us to live and grow, for now and forever. We work with those who wish to ensure and improve the quality of life in Rockland County. We support a broad and diverse range of issue areas including the arts, education, community development, conservation, health, and human services. Our grant-making is local, Rockland County wide. Representing donors through separate funds that make up its endowment, the RCF encourages a sense of community by channeling much-needed resources to area organizations.

The Rockland Community Foundation provides superior donor services, awards grants and scholarships, ensures sustainability of philanthropic resources and serves as a leader, catalyst, and resource to positively impact our community. The RCF practices and encourages diversity, equity, and inclusiveness as fundamental values of community life. Income from its unrestricted endowments will be awarded in the fall and spring as grants to local nonprofit organizations. Applicants are encouraged to contact the RCF if they have questions.

Eligibility

The following organizations are eligible to apply for grants:

1. Tax exempt/non-profit organizations located in Rockland County, New York
2. Tax exempt/non-profit organizations providing services to residents of Rockland County, New York (the organization must be able to document the number of residents in Rockland County being served)

Note: An organization may receive only one grant every twelve (12) months.

Please note that grants are not given to support:

- Individuals
- Debt reduction
- Underwriting of special events
- Fundraising campaigns, such as endowment, capital or annual campaigns
- Projects related to partisan politics or elections
- Schools, however grants may be made to support student/teacher community service programs to assist community needs at schools targeting disadvantaged populations
- Religious organizations, however grants may be made to support non-religious programs provided through these institutions
- Expenses that have occurred prior to the expected announcement dates of the grant awards
- Travel and lodging
- Shipping expenses

Our Funding Focus

The Rockland Community Foundation focuses its grant making on the needs of the Rockland County Community. We look to fund programs that help build the capacity of Rockland County non-profits to address those needs. Our grant making committee will also consider requests from other non-profit organizations for programs that specifically and only address the needs of the Rockland County Community.

Awards

Grants made through this program will be determined by the RCF Grants Committee.

Application

Download the online grant application. Go to www.rocklandgives.org to download information, instructions and the application.

Deadlines

Applications for the spring grant cycle must be postmarked by April 1st. Awards are announced in late May or early June. Applications for the fall grant cycle must be postmarked by October 1st. Awards are announced in late November or early December.

Questions

Call us at 845-947-2868 or email info@rocklandgives.org

Review Criteria

Each application will be reviewed on the following criteria:

- **Organization**: Does the organization meet the eligibility criteria? Is their purpose/mission clear and concise? Does the organization exhibit a capacity to utilize the grant effectively? What is the organization's grant history with the Community Foundation (number of grants applied for/awarded, past grant paperwork up-to-date, effectiveness, etc.)?
- **Program/Project Request**: How well does the request improve the capacity of the organization and improve its ability to serve their target population?
- **Budget**: Is the budget request clear and focused on the program/project described?
- **Viability of Other Funding**: If additional funding is needed to pursue the program/project/equipment or if only partial funding is granted, specifically how will program/project/equipment be funded?
- **Quality of Application**: Is the grant clear and concise? Were the grant guidelines followed? Are the requested documents provided and well prepared?

Review Process

All applications will be rated on these criteria and reviewed by the Grants Committee of the Rockland Community Foundation. This committee is comprised of members of the RCF Board of Directors representing all areas of Rockland County. All recommendations are reviewed, approved or declined by the Board of Directors of the Rockland Community Foundation.



Grant Application

ORGANIZATION INFORMATION

Please type or print clearly

Applicant/Organization		
Mailing Address		
City	State	Zip
Telephone	Fax	County
Website		
Executive Director		Email
Contact Name <i>(if different)</i>		Email
Title	Phone	

TAX STATUS

(Please complete and attach a copy of your organization's IRS determination letter.)

Tax Status <i>(choose one)</i> _____ 501(c)(3) _____ Faith-based Institution	
Other <i>(explain)</i> _____ _____	
_____ Not a nonprofit organization, per IRS; we have a fiscal sponsor.	
Sponsoring Organization*	
Tax ID #	Date of incorporation

**Please submit a letter from Sponsoring Organization stipulating they have agreed to serve in this capacity. Please also submit a copy of the Sponsoring Organization's tax determination letter.*

ORGANIZATION'S MISSION

Include a brief statement of organization's objectives and/or activities. You may attach a separate sheet and include a brochure, pamphlet or similar materials.

Organization annual operating budget: **\$** _____

Organization Audited? _____ No _____ Yes _____ date

SUMMARY OF REQUEST

Name of Rockland Community Foundation Fund to which you are applying:		
Project/Program Title:		
Timeframe for Project/Program:		
	From	To
Total Project/Program Budget:		
		\$
Amount requested from The Rockland Community Foundation:		
		\$

COLLABORATIONS AND OTHER SUPPORT

Please tell us if you are collaborating with any other organizations.
(Include name of the organization(s) and amount of support requested and/or expected.)

Funding Alternatives
(How will you fund this request if partial or no funding is granted?)

PROJECT/PROGRAM SUMMARY *(You may submit a separate typed proposal.)*

<p>How will funds be used? <i>(Describe i.e. staff, equipment, training or program, materials, fees, etc.)</i></p>
<p>Who will this project/program serve? <i>(Indicate special populations, geographic area, community focus, organizational focus, etc.)</i></p>
<p>Specific, Measurable Short-Term Outcomes <i>(Indicate expected changes during the life of the grant or as a result of the grant.)</i></p>
<p>Measurable Long-Term Objectives <i>(Indicate expected changes beyond the term of the grant)</i></p>

COMMENTS

<p>Is there any other information we might need to better understand your request and/or the unique needs of the community that this request will serve?</p>

REQUIRED ATTACHMENTS*

- IRS tax determination letter
- Current board list including professional affiliations
- Current year operating budget
- Most recent financial audit (if available)
- Organization statement of non-discrimination

**For applicants utilizing a fiscal agent, the fiscal agent must submit all the required attachments. The applicant should also submit all available attachments.*

Signature

Date

Print Name

Title

**ONLY COMPLETED APPLICATIONS WITH ALL
REQUIRED ATTACHMENTS WILL BE CONSIDERED**

Please submit your completed application to:

**The Rockland Community Foundation
Grant Program
P.O. Box 323
New city, NY 10956
Phone: (845) 947-2868
Email: info@rocklandgives.org**

This application may be downloaded from our website at www.rocklandgives.org

The Rockland Community Foundation can be of assistance to you as you prepare your grant application, please feel free to contact:

845-947-2868 or email info@rocklandgives.org

The Rockland Community Foundation issues grants twice each year.
Applications for awards made in the **spring** must be postmarked by **April 1st**
Applications for awards made in the **fall** must be postmarked by **October 1st**

Administrative use only

RCF # _____

Date Received _____ Approved _____ Notice sent _____

Check # _____ Date _____ Amount \$ _____

Comments: _____