



TOWN OF DRYDEN COMMUNITY GRANT GUIDELINES 2013

Authorization:

Under the 2013 budget for the Town of Dryden, New York, funds have been designated appropriated for grants to community groups, associations and centers for the period of January 1st, 2013 to December 31st, 2013.

Goal

The goal of the grant program is to enhance the *Dryden community through public funding of programming which enriches the quality of life for residents and basic facility maintenance projects. Through this grant program, monies may be awarded for program development and infrastructure assistance. Funding can be used to sustain or enhance already existing programs or for new programs and projects. Programs may be geared toward specific age groups, as long as they do not discriminate based on race, gender**, disability, spiritual belief etc.

***The Dryden Community includes all hamlets, villages and sub-divisions within Town of Dryden boundaries, which spans 94 square miles, multiple school districts, postal districts and zip codes.**

****Some groups or programs may be considered even if they are gender specific (Boy Scouts, Girl Scouts for example) but applicants must show why gender separation is critical to the goals and outcomes of the program.**

Grant Cycle Announcement and Information

The opening of the grant cycle will be announced via various media outlets, including local newspapers, email lists, websites and newsletters. Past applicants and recipients will be notified of the start of the grant cycle. Applicants are encouraged to apply online. If hard copies of the application are needed, please send a request to the Town of Dryden Recreation Department by emailing recreation@dryden.ny.us or calling 607-844-8888 ex. 228 and speaking with the Recreation Director.

Eligibility

Town of Dryden Community Grant funding is available to groups or individuals wishing to provide a community based public service which is open to all members of the community. Projects and programs must be implemented in the Town of Dryden. Applicants must have 501(c)3 Non-Profit status OR work with a Fiscal Agent that has 501(c)3 or other tax exempt status.

Exceptions to Eligibility

Entities that are primarily publically funded are not eligible to receive funds. Municipalities and School Districts are not eligible. Applications seeking funds to improve municipally or school district owned facilities will not be considered.

Fiscal Agents

A Fiscal Agent is a nonprofit or community organization that already holds nonprofit status, and agrees to assume legal and financial responsibility for your project. Municipalities and school districts may also

be used as Fiscal Agents. If your grant is approved, representatives from the Fiscal Agent will sign the grant contract. They accept grant funds on your behalf and disburse these funds to you through their accounts. Individual applicants may apply using an eligible nonprofit organization as a Fiscal Agent for projects developed by that individual but directly benefiting the community and including community participation. Applicants using a Fiscal Agent must include a letter of support from the sponsoring Fiscal Agent as a supplemental document to their grant application.

Eligible Expenses

Eligible expenses that will be considered under the Grant Program are:

- Programs and associated expenses
- Events
- Equipment
- Furnishings
- Sustainability and community livability/vitality
- Structural improvements
 - Funding for structural improvements (renovations and repairs) is available to organizations that own their facilities and have 501(c)3 status. Any group requesting physical improvements may be subject to a building and code inspection, to be conducted by Town of Dryden Code Enforcement Officers and/or Energy Coordinator.

Grant funds **shall not** be used to pay for any operating costs of the association (rent, utility bills) Grants funds shall not be used to pay for any administrative costs of the association including staff wages, trainings, fringe benefits, legal aid, insurance policies etc.

General Information

- The Dryden Recreation Commission Grants committee will evaluate applications and make funding recommendations to the full Town Board. If the committee finds the quality or volume of applications unsatisfactory, they may recommend to re-open the application and review process. The Town of Dryden Board has final authority to approve or disapprove of funding requests.

Grant applicants seeking infrastructure and building funds are reminded to include the following information if applicable:

- 1) Include specific plans and drawings where appropriate
- 2) Provide official, documented estimates of project expenses (bids and quotes) if applying for building/infrastructure improvements
- 3) Specify and target how all Town of Dryden residents will benefit from the proposed project(s)

Additional Guidelines and Instructions

- Under the currently available funding for FY 2013, applicants may request funding for projects and programs anywhere between \$300 and \$32,000.
- Funding for this grant is for the period of January 1, 2013-December 31, 2013.

Application Deadlines and Instructions

Application Submission

- We are now using the Common Grant Application online to manage our grant program. Please start the application process by creating a user profile and completing the grant application online using commongrantapplication.com.
- Please create a user profile using this link:
<http://www.commongrantapplication.com/register.php?refOrgId=20783>
- After your user profile has been completed, you can easily log into the system using this link:
<http://www.commongrantapplication.com/login.php?refOrgId=20783>
- After you login the first time you will be given the option to go to the "Dashboard" page or to go directly to start a draft application.
- If you have any questions about using the Common Grant Application site, please contact the Common Grant Application directly. Their contact information can be found by going to www.commongrantapplication.com and clicking on the "contact" link
- Grantseekers requesting funds for multiple programs or projects are required fill out a separate application for each program or project for which they are seeking funds. However, all organizational information (including contact information, financial statements and background statements etc) is saved in your user account and will automatically generate on each program application and from year to year for future applications.
- For the 2013 grant cycle, applications must be uploaded no later than the close of business, 11:59 PM, on **Friday March 15, 2013**.
- Applications must be received by the Town of Dryden no later than the close of business on the application due date. Any application received after this time **cannot** be accepted unless an extension has been granted in writing via email or regular mail ***prior to the due date***. On time submission is strongly recommended.

Application Content

All sections of the grant application must be completed as specified in the online process. If certain areas are left incomplete, applicants will not be able to move forward with submitting the application. Online videos and tutorials are available to grant seekers after a user profile has been set up.

Payments to Successful Applicants

Once projects or programs have been approved, contracts will be drawn and provided to the granted parties. All grantees must abide by fiscal operations and payment procedures as specified by the Town of Dryden.