

2016 Town of Dryden Community Grants

Since 2006, the Town of Dryden has provided more than \$235,000 to Community Associations in Dryden for the benefit of the Dryden community.

We applaud the volunteers of each Community Association for the work they do to strengthen our neighborhoods and enrich Dryden residents' lives.



- Deadline** E-Mail, mail, or hand-deliver to arrive by **Friday, April 1st, by 4:30pm**
No late applications will be accepted
- Assistance** Jennifer Jones, Director of Recreation
E-mail: recreation@dryden.ny.us
Phone: 607-844-8888 ext. 4
- Deliver or Mail to** Dryden Recreation Department
Attn: Jennifer Jones
93 East Main Street
Dryden, NY 13053

2016 Town of Dryden Community Grant Guidelines

Since 2006, the Town of Dryden has provided more than \$235,000 to Community Associations in Dryden for the benefit of the Dryden community. The 2016 grant cycle will begin February 29th, 2016 with a total of \$6,000 in funding available. Please be sure to carefully review grant guidelines.

Eligibility and Criteria

- Applicant must be (or have sponsorship from) a 501(c)3 organization, association, or institution located in the Town of Dryden whose primary mission is providing services to residents of Dryden. Proof of this status must be provided with the application with one of the following examples:
 - Determination letter from the Internal Revenue Service as a 501(c)(3)
 - New York State Charities Registration
 - Official authorization (on official stationary) as an arm of local government.
 - Letter of sponsorship (on official stationary) from sponsored organization.
- Requests may be for programming and community events in the Town of Dryden.
- The maximum request considered will be \$1,000.00
- Projects must take place between January 1st and December 31st, 2016.
- Projects must be open to, targeted to, available to, promoted to, and easily accessible to the general public of Tompkins County and not just an organization's membership.

Grant Can Not Fund

- The following cannot be funded through this program: Infrastructure or equipment repair/upgrades, operating costs such as salaries, newsletters, postage or website maintenance.
- Activities that have taken place prior to, or after 2016.
- Equipment purchases are not fundable, unless consumed during the course of the project, (e.g. art supplies, picture frames, etc.). Equipment rental is allowed.
- Previously funded organizations that have failed to submit final reports and/or comply with previous contract requirements.

Budget Requirements

- Use the budget form that comes with the application. Do not substitute your own form.
- Do not include in-kind donations on the budget form, only actual cash expenses and income.
- We urge organizations that have been receiving funding through the Town of Dryden Community Grants for many years to continue to seek ways to supplement their income with other community sources. These funds are only available on a year to year basis and are not guaranteed to continue.

Panel Review Criteria

- **Community Benefit:**
 - What benefit does the program/project offer the community or population being served?
 - Approximately how many people will be served?
 - Preference will be given to programming or events that are offered at low or no fee to the community.
- **Guidelines and Application:**
 - Adherence to these guidelines.
 - Application clarity, completeness and neatness.
- **Feasibility:**
 - Clearly defined project objectives, budget, project implementation and management.
 - Demonstrated ability of personnel to administer project.
 - Demonstrated community interest, community support & community benefit, without duplicating existing programs.
 - Effectiveness of proposed promotional efforts throughout the Dryden community.
 - Applicant's history with regard to existing program success and management.
 - Applicant's history with contract compliance (filing timely reports, proper acknowledgement of grant funding...)

Payment

Payment is in the form of a reimbursement and can take up to 30 days to process from the time of submission. Organizations will submit program/event receipts, per grant award for reimbursement through the town. Refunds will only be given per the amount shown on submitted receipts up to the amount of the grant award amount.

Due Date

- Applications must be RECEIVED no later than Friday, April 1st, 2016, by 4:30pm. No applications will be accepted after the deadline.

Writing the Application

- Please read the application and guidelines carefully.
- The application must be typed in 12pt font. (You can handwrite the budget page)
- Please maintain the format and page breaks as they appear in the application. (You're allowed an extra page for your detail statement and you can also submit an extra page to provide long budget breakdowns.)

Previous Applicants

Support of an organization in the past does not imply or guarantee that continuous support will be provided. Requests are reviewed each year in the context of available funding, evaluation criteria, and are judged competitively against other requests. Repeat requests should be updated and filled out carefully and thoughtfully.

After the Due Date

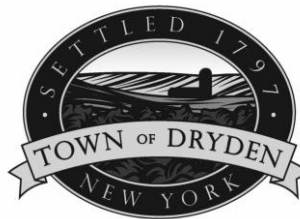
- Applications will be checked for eligibility, completeness, and accuracy. Applicants may be contacted for clarification and/or additional information so it is important that the person designated as the "Contact Person" be available by e-mail.

- The Dryden Recreation and Youth Commission will review the applications upon receipt and make recommendations for the Dryden Town Board final approval. Applicants will be informed of the decision regarding their requests in June of 2016.
- Please be aware that a member of Dryden Recreation and Youth Commission will attend one or more program events that are awarded grant funds to monitor the programs.

Grantee Responsibilities

- Sign and return a contract within 30 days, which will outline all agreements and procedures for providing the following:
- A Final Program Report within 30 days of the event, or by December 31st, 2016 (whichever comes first).
- Submit a Town of Dryden Reimbursement Voucher with proof of expenses no later than 30 days after the program has finished or December 2nd, 2016 (whichever comes first).
- New this year, the IRS W-9 form must also be attached for payment.
- Immediately notify the recreation director if a project cannot take place or if there are any changes in project plans.
- **Credit to the Town of Dryden for support on all publicity and printed materials with the following logo and wording:**

“This event was made possible, in part by the Town of Dryden Community Grant program”



Grant Application Submissions Should Include

△ The Grant Application (with original signature)

△ Optional Supporting Material: Following the above, it is a good idea to staple supporting information such as a brochure or flyer from a previous project, news clippings, photograph, etc. Feel free to attach any additional materials that highlight your organization's community impact or involvement, but please be very selective as too much information can be overwhelming.

2016 Town of Dryden Community Grant Application- Part 1

Please maintain the format and page breaks as they appear in the application.

APPLICANT ORGANIZATION INFORMATION:

1. Applicant Organization Name:
2. Applicant Organization Mailing Address (city, state, zip):
3. Applicant Organization Mission:
4. Applicant Organization Website:
5. Applicant Organization year incorporated:
6. Applicant Organization not-for-profit Status (check all that apply):
 IRS 501(c)(3) NYS Charities Registration Unit of Government
7. Applicant Organization Tax ID #:
8. Name of Exec. Director or President of Applicant Organization:
9. Applicant Organization Board/Trustee Names:
10. Contact Person Name AND Title:
(the person who wrote this application)
11. Contact Person Address:
12. Contact Phone:
13. Contact E-mail:
14. If the Applicant Organization is acting as a sponsor for another local arts organization, what is the name of the sponsored group?
15. Sponsored Group's Contact Name & E-mail:

REQUEST:

16. Name of Program or Event:
17. Grant Request Amount \$_____

Community Grant Application – Part 2

Please maintain the format and page breaks as they appear in the application.

1. PROGRAM OR COMMUNITY EVENT INFO: *Use the following format to list dates, times, contractors, and locations of your requested program or event(s). If information is not confirmed, write what you can, i.e. “mid-June”. Estimate audience size.*

2. SUMMARY STATEMENT: *Summarize your project in one sentence.*

3. PROGRAM OR EVENT DETAILS: *Describe your project on this page and one additional page, if needed. Address all points listed below. You do not need to write a separate paragraph for each bullet. Just make sure that every point below is covered somewhere in your narrative.*

- *Please write a clear, concise, factual description of the project. (who, what, when, where)*
- *Goals and objectives of the program/event.*
- *Describe or name the administrators of the project and their qualification to administer.*
- *What benefit does the program/project offer the community or population being served?*
- *Describe the size & type of audience that will be served by project*
- *Speak about the need for these funds. Any costs listed in the budget should be described in the narrative.*
- *What, if any, potential barriers exist to the success of the program or project?*

Community Grant Application – Part 3

Please maintain the format and page breaks as they appear in the application.

1. REDUCED FUNDING: Is it possible for this program to take place with partial funding of your requested amount? Please explain how reduced funding would affect the program. List the expenses most crucial for the success of your project.

2. PROMOTIONAL EFFORTS: Describe your planned publicity/promotional efforts for your project. How will your organization encourage community interest and participation? If applicable, describe your efforts to target under-served or under-represented audiences.

4. PREVIOUSLY FUNDED PROJECTS: If your organization received funding in 2014 and/or 2015, please give the information indicated below and write any comments you might wish to make about the success of the event.

2014 *Name of Event, Total Attendance.*
2015 *Name of Event, Total Attendance.*

5. PROGRAM/EVENT SUCCESS: How will you measure attendance, benefits, and success of the event?

Community Grant Application – Part 4

*Please maintain the format and page breaks as they appear in the application.
You can use an extra page to answer these questions*

1. APPLICANT ORGANIZATION:

2. SPONSORING ORGANIZATION: *If an organization being sponsored by the Applicant Organization, briefly describe the mission of the small group (also known as the sponsored organization).*

3. CERTIFICATION AND RELEASE - To Be Signed by the President or Executive Director of the Applicant Organization AND the individual filling out the application.

The undersigned certifies that she or he:

- 1) has read and understands the grant guidelines and agrees that this request complies with and is made subject to said guidelines,
- 2) understands that any checks are made out to the Applicant Organization,
- 3) agrees that the applicant organization is responsible for the occurrence of funded project,
- 4) understands that the applicant organization will hold responsibility for ensuring that a final report is submitted even if that report is written by another,

President or Executive Director of Applicant Organization (Sponsor):

_____ Date: _____

Print name: _____ Title: _____

Individual filling out Application (Sponsored Organization):

_____ Date: _____

Print name: _____

BUDGET SAMPLE

- The budget page is for cash expenses and income only. Do not include in-kind.
- You may change titles of far left column to fit your event or program.
- Start by filling out your Expenses and Income. Provide explanations or breakdowns in the second column as demonstrated below. If you need more room to itemize expenses, such as a supply list or a list of artistic personnel, please feel free to attach as a separate page.
- Then subtract “Column B Total Income” from “Column A Total Expenses”.
- Column “C. Grant Request” helps the panel see exactly which expenses the grant will cover. The total of column C and the grant request at the bottom of the page must match.
- **Please check your math before submission** (both horizontally and vertically).

PROJECT EXPENSES	Provide Breakdown Below	A. TOTAL EXPENSES	C. GRANT REQUEST
Artistic Personnel	<i>Performer name x price per event</i>	<i>\$1,200</i>	<i>\$1,200</i>
Sound Personnel	<i>Sound System</i>	<i>\$200</i>	
Space Rental	<i>\$100 x 3 events</i>	<i>\$300</i>	<i>\$200</i>
Equip. Rental, Supplies			
Travel			
Advertising Promotion	<i>3 display ads @ \$200 ea Printing \$45. Mailing \$144. 100 posters</i>	<i>\$600 \$189 \$45</i>	
Remaining Operating Expenses (itemize)	<i>Rental Equipment (\$250) Custodian for 3 concerts \$50 x 3</i>	<i>\$250 \$150</i>	
	<i>TOTALS</i>	<i>\$2,934</i>	<i>\$1,400</i>

PROJECT INCOME	Provide Breakdown Below	B. TOTAL INCOME
Admissions	<i>75 people / 3 events @ 5 ea</i>	<i>\$1,125</i>
Membership, Dues		
Workshops, Sales		
Contributions Individual	<i>Donations</i>	<i>\$150</i>
Contributions Corporate	<i>Donations</i>	<i>\$250</i>
Other Grants-not GAP		
Other (explain)		
	<i>TOTAL</i>	<i>\$1,525</i>

Subtract “B. Total Income” from “A Total Expenses”: ***\$1,409***

What is your GAP Request: ***\$1,400***

2016 Town of Dryden Community Grant Final Report

***A Final Program Report within 30 days of the event,
or by December 31st, 2016 (whichever comes first).***

Please answer the following questions. Use this document as a guide, but feel free to format according to your preference.

Organization Name:

Grant Award Amount:

Name of Project Funded:

Person Completing this Report:

E-mail:

- Please list all dates, times and locations of your program/event and estimate the number of people attending. Did the number of attendees meet your expectations? If the attendance was low, what factors led up to that?
- Does your project differ in any (significant) way from the description in your grant application with regard to scope, attendees, content, etc. If yes, please elaborate.
- What difference did this grant make in your community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g., how many people attended the events or programs, number of people served by a project, program evaluation/survey results, etc.)
- Describe what you learned based on the results/outcomes of your program/event and what, if any, programmatic or organizational changes you will make based on your results/outcomes.
- If you will be continuing this program again, what are the plans for sustaining or expanding the program, including a future funding plan? If discontinuing the program, what factors led to this decision?
- Please include any other comments you would like the commission to know about your project.

ATTACHMENTS: Include any publicity materials, pictures, video, programs, posters, etc