SYRACUSE FOUNDATION, INC.
Community Grants Program

Application Process

Deadline for Applications
Applications for the Community Grants Program are reviewed quarterly. Proposals must be submitted to the Syracuse Foundation, P.O. Box 41, Syracuse, NE 68446 or to any member of the Foundation for consideration.

Review and Decision Process
You may be contacted by the Syracuse Foundation to attend a quarterly meeting to present your project for consideration. The Foundation will review your proposal and will notify you as to their decision.

Proposal Format
Please submit one copy of your proposal – do not staple.

The proposal must include:
- COVER LETTER - Describe the mission, goals, and achievements of the organization that is seeking a grant. The organization's chair, president of the governing board, and/or chief executive officer should sign the letter.
- NARRATIVE – Describe the project to be funded - no more than three pages in length. The narrative should address the following:
  - What are the goals of the project?
  - Who will the project benefit? How?
  - Who will implement the project? How?
  - Will there be partners or collaborating organizations involved? Please describe these partners and their roles.
  - How will the project be evaluated?
  - What is the time frame for the project? Will it continue beyond the grant period? If so, how will the project be funded in the future?
- BUDGET - List the costs and sources of revenue for the project. Please include information about what costs are to be covered by a grant from the Syracuse Foundation.
- LETTERS OF SUPPORT – Include two or more letters from program partners, people who may benefit from the grant, and/or people who are in a position to provide reliable information about the need to be addressed by the grant.
- ADDITIONAL ORGANIZATIONAL INFORMATION – Provide the following:
  - Names of board members, trustees, and staff in the organization
  - Evidence of tax-exempt status, if applicable
  - Information about collaborating organizations, if applicable.

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Application Form

This form is to be submitted with the cover letter, narrative, budget, letters of support and additional organizational information. It may be typed or hand written.

1. Date:

2. Legal name of organization, address, and name of executive director.

3. IRS 501(c)(3) nonprofit? (Please circle) YES NO
   2a. If no, are you a nonprofit/charitable organization? (Please circle) YES NO

4. Contact Person Information
   a. Name:
   b. Title:
   c. Address:
   d. Phone:
   e. E-mail:

5. Amount Requested: $_____

6. Project budget: $_____

7. No more than four sentences summarizing the proposal. Include the name of the project.

8. The period this grant will cover: _____/_____ to _____/_____

9. List any previous support from the Syracuse Foundation.

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Funding Objectives

We fund or provide funds to organizations operating in the State of Nebraska that have either been determined to be exempt from tax under the Internal Revenue Code 501(c)(3) or classified as a nonprofit/charitable organization. We do not fund or provide funds for the following: individuals, private foundations, those promoting propaganda, those attempting to influence public elections, voter registration drives, those wishing to travel, or those promoting any religion. Furthermore, the Foundation does not make loans.

Syracuse Foundation, Inc. Priorities

1. Community Service: Our highest priority is improving the areas of greatest need which are supported by the community and general area, and have a broad impact. We also value collaborations among agencies, elimination of unnecessary duplication, and programs designed to markedly improve the awareness and use of human service programs.
2. Grant Award Area: All grants are made to qualified organizations in the Syracuse, Nebraska area.

Funding Requirements

1. Type of Funding: Most grants are for program funding. A low priority is assigned to general operating support.
2. Grant Amounts: Most grants are for $500.00 or less. Approval of amounts greater than $500.00 reflects a high correlation with our priorities and proven community need.
3. Matching Requirement: Local funds must contribute at least 50% of the total project value and be used for eligible expenses only. Matching funds must be in cash or in-kind. Any funding source, except federal tax dollars, is eligible for matching funds.