

Utica National Group Foundation, Inc.

INFORMATION FOR GRANT APPLICANTS

The Foundation, in accordance with its Certificate of Incorporation, only makes grants to non-profit organizations that have received and maintain a 501(c)(3) federal tax-exempt status. Funds will generally be distributed for charitable, scientific, literary, or education purposes. Particular attention will be given to those requests that support the healthy development of children and families and that address the root cause(s) of social problems.

It is the general policy of the Foundation:

- not to make grants for capital campaigns due to the Foundation's limited available funds.
- not to make grants which involve political activities or voter registration activities.
- to consider it a higher priority to support projects which would not normally receive financing through public tax funds.
- not to consider requests from organizations that have a substantial capital fund balance or that have endowments and that limit the amount of endowment earnings available for ongoing operations.
- not to consider grants to organizations whose governing boards primarily encompass family members or close relations of paid or executive staff.

Required Submission Information:

Please submit grant requests electronically to Lydia Berez, Compliance Officer, Internal Audit & Regulatory Affairs, at lydia.berez@uticanational.com. Ms. Berez will provide all requests to the Foundation Screening Committee for review. Requests for grants should start with an application in writing on the organization's letterhead, if applicable, and signed by its chief officer on behalf of its governing body.

For requests less than \$500, please include:

1. A letter on the organization's letterhead with a description of the organization and its mission, the amount requested, and an explanation as to how the request will be used to support the organization's mission;
2. Any attachments to support the request; and
3. A copy of the Internal Revenue Service Determination Letter stating the organization is a 501(c)(3) tax-exempt public charity.

For requests between \$501 and \$1,500, in addition to submitting the grant materials listed above for requests less than \$500, please also include:

1. Goals and measurable outcomes that you expect to achieve with this request.
2. An organizational chart, the name, address, and telephone number of the person with whom we should communicate for additional information, if required.
3. An explanation of the services your agency provides and how those services have impacted our community.
4. The names and addresses of the governing body and officers. Identify any conflicts/relationships between Board members and agency staff.

For requests over \$1,500, in addition to submitting the grant materials listed above for requests less than \$500 and requests between \$501 and \$1,500, please also include:

1. The total cost of the project, providing specific data regarding any proposed financing and include a detailed budget, identifying all overhead allocations.
2. A balance sheet and operating statement for the nearest past year as well as the nearest past years' audited financial statements.
3. Identify any other sources of funds for the project or if aid is presently being given from other foundations and sources; state such foundations and sources and the proposal submitted or contemplated to be submitted.
4. What organization(s) provides similar services? How will the results of this request be different?
5. Identify any support that you currently have from other community organizations. If the project is to be ongoing, identify the plans and assurances that future financing for the project will exist. The application may include any letters of support and/or recommendation from authorities, and/or organizations in the applicant's and related fields.
6. Explain how this request will impact the root cause(s) of the issue or problem you are trying to address.

If your grant request is complete, and after we have had an opportunity to study the grant proposal, we will either approve the request or, if we believe that we should discuss the request with you, we will notify you and set up a time and place for a conference with our Screening Committee. We may decide to visit your organization before the request is considered to obtain a better understanding of your organization's services and needs. All grant applicants will be advised in writing as to the acceptance or rejection of the grant request.

After an application has been reviewed and formally acted upon, that action is final upon that application as presented. Once formal action is taken, no application can be carried over for a future consideration. However, no applicant is precluded from making a new application in the future.

Please email completed applications or direct inquiries to:

UTICA NATIONAL GROUP FOUNDATION, INC.

Lydia Berez, Chair of Screening Committee

P.O. Box 530

Utica, NY 13503

lydia.berez@uticanational.com or UNGF@uticanational.com

Please include an email address where we can send a notification that we have received your request.

Thank you for your interest in Utica National Group Foundation, Inc., in support of your organization's fundraising activities. We appreciate the valuable services you provide to our community.