



## Grant Application Instructions

### PREPARATION

Please read these instructions before starting the Springbrook Foundation grant application.

All applications must be submitted through the [Springbrook Foundation's online grant form](#).

#### *Helpful Tips:*

- **Submission Schedule –**
  - ❖ For grant applications totaling **less** than \$5,000.00 – by the 10<sup>th</sup> of the month.
  - ❖ For grant applications totaling \$5,000.00 or **more** – by the 10<sup>th</sup> of the month prior to the scheduled Foundation Board meeting.
- **Online Formatting** – Narrative fields in the application form are plain text format and do not support any formatting.
- **Form Completion/Submission** – It is highly recommended that you have all information ready prior to starting the grant application form. There is no ability to save responses to finish entering at a later date/time. Exiting the form prior to clicking the 'Submit' button will result in your information being lost and you will need to begin again. Additionally, submitting an incomplete form will result in your funding request being denied.

Once you have completed the form, click the 'Review Answers' button. This will allow you to review your responses prior to submitting the form. To submit the form, click the 'Submit' button. If you need to make corrections, click the 'Back to Form' button. After you have made your corrections, you will then need to click the 'Review Answers' button again, review your responses, and click the 'Submit' button.

### GRANTEE SUPPORT

Interested staff members may contact Foundation staff if they have questions about projects. Questions should be addressed to [Foundation@springbrookny.org](mailto:Foundation@springbrookny.org). In the subject line of the email, specify 'Foundation Grants Question'.

Please note that emails sent very close to a submission deadline may not be answered in time and may result in applications having to be submitted by the next month's deadline.

If you have technical difficulties using the online grant application form, please contact the **IT Help Desk** via email at [HelpDesk@springbrookny.org](mailto:HelpDesk@springbrookny.org).

### COMPLETING THE GRANT APPLICATION FORM

#### I. Program Contact Information

Please provide information for the primary contact person for the grant application who can be contacted by Foundation or Finance staff to confirm information related to payment for

the grant request if awarded. Although not required, providing information for a secondary contact person is strongly encouraged.

Please also enter the Springbrook affiliate and specific program for which the grant request is intended to benefit. If the initiative/project is a collaboration with one or more other affiliates, please specify.

## **II. Application Information**

- Initiative/Project Title
- Total Amount Requested
- Time Frame for Initiative/Project Completion

## **III. Scope of Initiative/Project**

- Provide a brief summary. This should include a statement about the problem or challenge the project is intended to address. Provide the number of people currently affected by the problem. Specify the location the project work will take place. Note that this section has a 250-word limit.
- State the objectives and expected impact of the initiative/project and how impact will be measured. Describe the work that will be conducted using grant funding and the number of people who will be impacted by the project. Explain how this initiative/project benefits the larger Springbrook organization and/or how it helps Springbrook achieve its strategic goals.

## **IV. Budget**

The budget should justify all expenses and be consistent with your summary and objectives. Specify the project expenses, by category, in the spaces provided and as applicable.

- Personnel – specify the amount to be paid to individuals who will work on the initiative/project who are not already on staff. If the project involves current staff time outside of normal working hours and will require the staff to perform duties that are not part of their job description(s), the personnel expense may be included in the grant request.
- Professional Services – specify the amount to be paid for professional services from professionals outside of the organization, e.g., consultant or speaker.
- Equipment – specify the amount to purchase tangible, nonexpendable property having a useful life of more than one year and that is not included in the program budget.
- Travel – specify the amount to be paid to individuals for travel that is necessary to complete the initiative/project. This amount may also include the estimated cost of breakfast, lunch, and/or dinner if travel offsite is expected to include the hours when an individual would normally have these meal breaks.
- Conference Fees – specify the amount to be paid for staff to attend a conference(s). This should include only the conference fee(s) and not the cost of travel to get to and back from the conference(s). If the conference is for staff development purposes that should be included in the affiliate's or program's

budget, an explanation and justification of the cost should be included in the Scope of Work section of the grant request form.

- Supplies – specify the amount to purchase consumable items. Consumable items include supplies specific to the initiative/project that are/will be used and depleted. The amount should not include the cost of consumable items that are already included in the affiliate's or program's annual budget.
- Other Expenses – specify the amount to be paid for any item(s) that does not fit in any of the other categories. Examples include printing, postage, equipment rental fees. The amount should not include the cost of expenses already included in the affiliate's or program's annual budget. Foundation staff may request details about these expenses.
- Total In-Kind Amount – this field will automatically calculate the entries in the 'In-Kind Amt' column. See below for more information on in-kind costs.
- Total Amount Requested – this field will automatically calculate the entries in the 'Amt Requested' column.

Note the column for '**In-Kind Amt**'. An in-kind contribution is a non-cash gift such as goods, services, or expertise. If applicable, the amount of in-kind contribution should be estimated based on what the goods, services, and/or expertise would cost if purchased. Example: you submit a grant to fund a program staff development event that includes a professional/motivational speaker. The speaker's fee could be considered in-kind if s/he donates her/his time to the event.

## **V. Program Approval**

It is important that your program supervisor and program director are aware of the grant request. Enter the name and contact information for both the program supervisor and program director. Foundation staff may contact one or both individuals, as necessary and appropriate.

### **SUBMITTING THE GRANT APPLICATION FORM**

Refer to **Form Completion/Submission** under *Helpful Tips* on page 1.

If you would like to print your completed form, click the 'Print' button **prior to** clicking the 'Submit' button. You can choose to print a physical copy from a printer that is accessible to you and/or chose 'Microsoft Print to PDF' to save a copy to your device or selected network drive.