



Grant Application Guidelines

In addition to donor-recommended grants, the Board of Directors administers the *Directors Philanthropy Fund* and is committed to funding deserving organizations and worthy causes. Since its inception, the Directors have made grants to a wide variety of U.S. charities that enrich the lives of those living in our communities.

The *Directors Philanthropy Fund* makes grants in support of various programs that focus on supporting the quality of life in Central New York, Western New York, the Hudson Valley and Eastern Pennsylvania. **See appendix A in the below guidelines for qualifying counties.** The Fund especially seeks to support activities where it can encourage wider community participation and financial support.

To be eligible, an organization must be tax exempt under IRS codes Section 501(c)(3), or a public charity as defined in Section 509(a). The *Directors Philanthropy Fund* does not make grants to or for individuals, courtesy advertising, endowments, political parties, campaigns or causes. The procedure to apply for a grant is presented below:

1. Applicants must be based in an eligible New York or Pennsylvania county or provide services in eligible counties within those states. **See appendix A for eligible counties.** Applicants must be tax-exempt, 501(c)(3), not-for-profit organizations.
2. Grants are to be expended within one year of the date of the grant, without expectation of further support.
3. Grants fall under the support of a specific program or activity/activities. Grants are not normally made for routine operating expenses or capital campaigns (i.e. rent, insurance, staffing expenses etc.).
4. Grant requests to be reviewed by the Board for consideration **must be submitted on or before the first business day of April annually.**
5. Proposals must be submitted electronically by completing the online application, attaching a written proposal on the organization's letterhead and limited to two pages. The following information should be included:
 - a. The legal name of the organization, a description of its mission, the names of the governing body and officers, and the name, address and telephone number of the contact person.
 - b. Copy of the IRS non-profit status determination letter.
 - c. A concise statement describing the grant requested, its significance to the community including demonstrated evidence of need, the project budget, and the amount requested. Additional information may be required.
 - d. Efforts that have been or will be made to obtain funds from other sources. (State the number of requests and the amount requested only.)

TOMPKINS

Charitable Gift Fund

For More Information Contact:

Tompkins Charitable Gift Fund, Inc.
 PO Box 6639
 Ithaca, NY 14851-6639
 (607) 256-0358
info@tompkinscharitablegift.org
www.tompkinscharitablegift.org

Appendix A

To be eligible for the Tompkins Charitable Gift Fund Directors Philanthropy Fund grant cycle, your organization must be based in or provide services in one of the following counties:

Western NY	Central NY	Hudson Valley	Pennsylvania
Niagara	Cayuga	Columbia	Luzerne
Erie	Seneca	Dutchess	Columbia
Chautauqua	Schuyler	Ulster	North Umberland
Cattaraugus	Chemung	Orange	Dauphin
Allegany	Tioga	Putnam	Lebanon
Wyoming	Broome	Rockland	York
Genessee	Cortland	Westchester	Lancaster
Orleans	Onondaga		Chester
Monroe	Oswego		Delaware
Livingston	Oneida		Philadelphia
Steuben	Madison		Montgomery
Yates	Chenango		Bucks
Ontario	Tompkins		Berk
Wayne			Schuylkill
			Leheigh
			Carbon



Guidelines Found on the Grant Application Form on Smartsheet

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The Directors Philanthropy Fund does not make grants to or for individuals, courtesy advertising, endowments, political parties, campaigns or causes.

The procedure to apply for a grant is presented below:

1. Applicants must be based in New York or Pennsylvania or provide services in those two states. Applicants must be tax-exempt, 501(c)(3), not-for-profit organizations.
2. Grants are to be expended within one year of the date of the grant, without expectation of further support. Grants are to be expended within one year of the date of the grant that was received, without expectation of further support.
3. Please fill out our application form to the best of your ability, and include clear and detailed information in your executive summary and budget.
4. Grants are not normally made for routine operating expenses (i.e. rent, insurance, staffing expenses etc.) but are made for specific program activities.
5. Grant cycles will begin on November 1st, 2023 for the Spring 2024 grant cycle, and Wednesday, May 1st, 2024 for the Fall 2024 grant cycle.
6. Grant requests to be reviewed by the Board for consideration must be submitted on or before April 1st of each year.
7. Proposals must be submitted in writing on the organization's letterhead and limited to two pages.
8. Applicants and/or organizations may apply once per calendar year.