

2012-2013 UNSAAC Grant Application

Please read the "UNSAAC Granting Requirements and Process" brochure and City Ordinances 553 and 554 before completing this grant application. This grant application and any necessary attachments may be submitted electronically, but one original signed hard copy of the application must be delivered to the address below.

ORGANIZATIONAL INFORMATION

Organization Name _____

Federal ID No. _____

Address _____

Telephone _____ Fax _____

Contact Person _____ Position _____

E-mail Address _____

PROJECT INFORMATION

Project Name _____

Total Project Budget _____ Amount Requested _____

Project Start Date _____ Project End Date _____

Note: Funding for projects is for fiscal year July 1, 2012 to June 30, 2013. All projects must be scheduled for completion by June 30, 2013, as the City of Syracuse cannot extend payment beyond that date!

Brief explanation of grant request:

Concern addressed by proposal:

Housing and Density

Police, Fire, Code, Public Works

Public Green Space

Community Coalition

Other

Note: By signing this document, applicant acknowledges that any approved funding will NOT be disbursed unless all financial reporting requirements of the City of Syracuse are timely and properly met with. In addition, by signing this document, applicant asserts they have read the Granting Requirements brochure and City Ordinances 553 and 554.

Name of Executive Director/Authorized Signer

Title

Signature of Executive Director/Authorized Signer

Date

Please deliver applications to: UNSAAC, Syracuse Dept. of Neighborhood & Business Development, 312 City Hall, Syracuse, New York 13202, or by email to LDougherty@ci.syracuse.ny.us.

Applications must be received by 4:00 p.m. on Thursday, November 3, 2011.

Project Narrative

Please submit a project narrative on **no more than three (3) pages**. Be sure that if your project includes capital expenditures that your group will be able to get the necessary permits, waivers, etc., to complete the project by the June 30, 2013 date. Following the outline below, answer each question directly. Use language for lay people, and avoid using jargon, initials, and abbreviations. Proposals may be typed or handwritten. Use a readable font size and style.

If you have received grants in prior years, please submit a report that tells how the project was completed and how the results addressed the concern outlined in the original grant request as is required by the City of Syracuse. Failure to provide this information will result in disqualification.

A. Agency/Organization Background:

1. Briefly describe your organization's history, mission and goals. Include your organization's mission statement.
2. Describe your organizational structure, including staffing and membership.
3. Describe your organization's schedule of meetings and activities.
4. Describe your organization's history of applying for, receiving and administering grant funds from outside sources, if any.

B. Program/Project Request:

1. Describe the issue/problem/situation to be addressed, how your project proposes to address it, and what other programs or projects currently exist to address this issue, if any.
2. List the overall goal and at least two measurable objectives of this project.
3. For each objective, describe:
 - a. How the project will be accomplished (what will happen).
 - b. Who will accomplish the project (staffing plan).
 - c. When will the project be accomplished (timetable).
 - d. Where will the project be accomplished (specific location(s)).
4. What priority area is addressed by the project, and how does the project address this priority area?
5. Describe how the project addresses an impact of Syracuse University on the neighborhood and/or an impact of the neighborhood on Syracuse University.
6. What quality of life issue(s) are addressed by the project and how are they addressed?
7. Describe neighborhood/SU support for the project and document this support, if appropriate.
8. If your organization is currently receiving UNSAAC funds and/or received funds in the prior year for a program/project, complete the following:
 - a. Amount received for this or prior UNSAAC year, and title(s) of project(s).
 - b. Outcomes and accomplishments for prior year's project, if applicable.
 - c. Start date and accomplishments for current year's project, if applicable.
9. Describe other sources of funds for the project and if they are applied for or received.
10. How will this project be sustained once UNSAAC funds are no longer available?

C. Capital Project Request:

1. Describe the capital project seeking UNSAAC funds and explain why it is needed at this time. Explain why alternatives to the capital project are not feasible.
2. What priority area is addressed by this capital project and how is it addressed?
3. How does this capital project address an impact of Syracuse University on the neighborhood and/or an impact of the neighborhood on Syracuse University?
4. What quality of life issues are addressed by this capital project and how are they addressed?
5. Describe neighborhood/Syracuse University support for the project and document this support if applicable.

6. If your organization is currently receiving UNSAAC funds and/or received funds in the prior year for a capital project, complete the following:
 - a. Amount received for this or prior UNSAAC year, and title of project.
 - b. Status of prior year's capital project, if applicable.
 - c. Start date and accomplishments for current year's capital project, if applicable.
9. Describe other sources of funds for the project and if they are applied for or received.
10. Describe how this project will be sustained, including operations and maintenance, once the capital project is completed.
11. Is the site to be improved owned by the applicant? If not, please state the owner's name and provide a letter of support indicating that the applicant approves the capital improvement.

D. Evaluation:

1. How will the outputs (activities) be documented?
2. How will the outcomes be measured?
3. How will outputs and outcomes be analyzed according to objectives and anticipated accomplishments and reported to the funder(s) and the public?
4. How will you adhere to reporting requirements if the grant is funded?

E. Required Attachments:

1. Financial Summary
2. Project Budget
3. List of Board of Directors, officers and titles
4. IRS Letter of Determination of Status
5. If prior year funded, a copy of your final program and fiscal reports.
6. If capital project:
 - a. At least three (3) vendor quotes
 - c. Certificate of title to property being improved
 - d. Letter from property owner if not applicant supporting the capital improvement

F. Optional Attachments:

1. Letters of Support (limit 10)
2. Brochures, newspaper clippings, and other organizational information

Financial Summary

For Fiscal Period Ending 8/31/11

Statement of Support & Expenses			
Revenues	\$ _____	Expenditures	\$ _____
Contributions	_____	Program	_____
Individual	_____	Administration	_____
Corporate/Foundation	_____	Fundraising	_____
Government Grants	_____	Other (please specify)	_____
Program generated	_____		_____
Other (please specify)	_____		_____
	_____		_____
	_____		_____
Total Revenues	\$ _____	Total Expenditures	\$ _____

Balance Sheet			
Assets	\$ _____	Liabilities	\$ _____
Cash	_____	Current	_____
Securities	_____	Long Term	_____
Property/Equipment	_____	Total Liabilities	_____
Other (please specify)	_____		_____
	_____	Fund Balances	_____
	_____	Restricted	_____
	_____	Unrestricted	_____
	_____	Total Fund Balances	_____
	_____		_____
	_____	Total Liabilities +	
Total Assets	\$ _____	Fund Balances	\$ _____

*Note: for your balance sheet to “balance”
total assets = total liabilities + total fund balances*

Proposed Project Budget

Please complete the following budget table, and include all sources of income for the proposed project. Please use an additional page for the budget explanation. UNSAAC accepts requests for both program and capital expenses. Ledger paper or computer spreadsheets are acceptable in place of this form.

Expense Line Items	Agency Support*	Other Funders	Amt Requested from UNSAAC	Project Total
Totals				

* include revenues generated by program and agency in-kind contributions.

Budget Explanation

On a separate page, please explain line items requests in detail. Please list other funders and the support they are providing, including in-kind contributions and pending applications to other funding sources. If you are requesting support for a **capital expense**, please include three price estimates from vendors.