



## 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 New York and Pennsylvania. 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 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.
3. Grants are not *normally* made for operating budgets but are made for capital campaigns and specific program objectives.
4. Grant requests to be reviewed by the Board for consideration must be submitted on or before the first business day of March and September.
5. Proposals must be submitted in writing on the organization's letterhead and limited to two pages. Preferred method of submission is by email, in Word/.doc format, to [info@tompkinscharitablegift.org](mailto:info@tompkinscharitablegift.org). US Mail is also accepted to the address below. 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.)

Contact: *Tompkins Charitable Gift Fund, Inc.*  
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(607) 256-0358