

GRANT APPLICATION PACKET

THE WAYNE C. SPEENBURGH GREENE COUNTY LEGISLATURE GRANT PROGRAM FOR THE YEAR 2018



**A Funding Source for Projects by Youth, Seniors, Veterans
and other eligible not-for-profit groups**

**Applications accepted at any time
until December 1, 2018**

This application packet includes funding criteria and application procedures, an application form with a budget summary sheet, and a summary of the information to which all proposals should relate. Assistance will be available to any group wishing to apply. Call Tammy Sciavillo, Clerk of the Legislature at (518)719-3270 or email tsciavillo@discovergreene.com for information.

Review or approval of any application is not based on race, religion or nationality of the applicant.

Any applicant/organization which receives Wayne C. Speenburgh Greene County Legislature Fund Grant(s) agrees to defend, indemnify and hold Greene County, its employees, officers and agents, harmless from any liability arising from the organization's actions and/or omissions related to the organization's project and/or event.

The Greene County Legislature has grant funding available for youth, senior, veteran and other eligible not-for-profit organizations to benefit residents of Greene County.

County funds may be used for projects and events that will enhance the quality of life for residents and provide educational and cultural activities. Other requests will be considered.

Important Information Regarding Grants:

Grant funds are awarded in any amount up to \$1,000.00. This amount may be increased under special circumstances at the sole discretion of the Legislature.

Special Notes:

- Grants can only be given to groups or organizations that can establish accounting procedures to receive funds and document the expenditure of funds.
- The Greene County Legislature should not be seen as a long-term funding source.
- Submitting an application does not guarantee selection. Getting funded one year does not guarantee funding another year.
- Review or approval of any application is not based on gender, race, religion, nationality or any other protected class.

SPECIAL ATTENTION WILL BE GIVEN TO NEW PROJECTS.

FUNDING GUIDELINES:

Grant money may be used for the following:

- Supplies, materials and expenses that are directly involved with your project and are necessary to making it a success.
- Major equipment purchases that will allow ongoing groups or projects to move forward in successive years.

PLEASE NOTE - Grant money may not be used for:

- Religious instruction or conducting worship services (religious organizations may use funds for non-religious programs open and publicized to the public).
- Adult staff salaries or youth wages, except under special circumstances at the sole discretion of the Legislature.
- Travel.
- Donations to other organizations or reallocation of funds.
- For any profit by the organization or individuals.
- Only not-for-profit organizations are eligible.

If selected, your group, as well as your sponsoring Legislator(s), shall sign an agreement, which will include, without limitation, the following provisions: to begin the project on time; to submit a final report within two weeks of the end of the project; and to defend, indemnify and hold harmless Greene County.

- Applicants must reside in Greene County and all events must take place within the boundaries of the County of Greene.

DECEMBER 1, 2018 IS THE DEADLINE FOR THESE GRANTS!!!

MAIL the completed application to:

Tammy Sciavillo
Clerk of the Legislature
Greene County Legislature
411 Main Street
Catskill, NY 12414

-OR-

DELIVER the application before 4:30 p.m. on any weekday

FOR MORE INFORMATION call Tammy Sciavillo, Clerk
of the Legislature at 719-3270
or e-mail to tsciavillo@discovergreene.com

If you have questions about the grant application, have questions about your project design, or want to know if your idea is one the Greene County Legislature might fund, call the office at 719-3270, or e-mail us at tsciavillo@discovergreene.com. or contact your local legislator. **The Greene County Legislature is committed to the success of our grant program.**

Greene County Legislature



THE WAYNE C. SPEENBURGH GREENE COUNTY LEGISLATURE GRANT PROGRAM

Answer each question within the space provided. Additional attachments are not encouraged unless they are absolutely essential to our understanding of your project.

Organization Name: _____

Address: _____
Street City State Zip Code

Contact Person: _____
Name Title Phone Number

Contact Information: _____
Best Time to Reach Contact Person Phone Number

Total Dollars Requested: _____

Do you have a sponsoring organization? _____ If yes, please tell us the:

Organization Name: _____

Address of Organization: _____
Street City State Zip Code

Contact Person: _____
Name Title Phone Number

Budget Questions

How much will your project cost? _____

How much are you asking for from the Greene County Legislature? _____

Specifically, how would a grant from the Greene County Legislature be used? _____

Are there other sources of funds available to you? What are they? _____

Who will oversee /manage the funds?

Name	Title	Organization	Telephone
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Is this person the same as your organization contact? _____. If no, why not? _____

Is this a new or existing project? (Explain) _____

How did you find out about the Wayne C. Speenburgh Greene County Legislature Grant Program?

Is there anything else you think we should know? _____

Who and how many people will benefit from your project? _____

How many families will benefit from your project? _____

How many people will work, plan, and implement this project? _____

Where will your project take place? (Please be specific) _____

When will the project start? (Date) _____

When will the project end? (Date) _____

Are the participants in your project or program required to pay a program fee? If so, how much is the fee and what is it used for? _____

Are you aware of any similar projects / programs currently in existence within the community? If so, please list? _____

How will you accomplish this project? (Use this part of the application to describe your plan and timeline for carrying out your project idea.) _____

Budget Form

Please break out the costs associated with your project (i.e. materials, advertising, participation costs):

Items (materials, supplies, flyers, pamphlets, recognition costs, meeting costs)	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Project Cost	_____
Amount Already Identified or Donated	_____
Total Requested from the Greene County Legislature	_____

Signatures

Organization submitting application
Contact Name: _____
Organization: _____
Title: _____
Signature: _____
Date: _____

Sponsoring Organization (if applicable)
Contact Name: _____
Organization: _____
Title: _____
Signature: _____
Date: _____

PROJECT COMPLETION FORM

This Project Completion form is to be completed by the contact person listed on page 1 of the application. This form is **REQUIRED** to confirm that the project has been completed. Please complete and submit this form **WITHIN TWO WEEKS** after completion of the project to: Tammy L. Sciavillo, Clerk of the Legislature, 411 Main Street, Suite 408, Catskill, New York 12414; or by e-mail to: tsciavillo@discovergreene.com; or by fax to Tammy L. Sciavillo at fax number (518) 719-3793. Failure to complete and submit this form in a timely manner will result in disqualification of any future requests by your organization.

GRANT AWARDED TO: _____

PROJECT: _____

AMOUNT AWARDED: _____

DATE AWARDED: _____

DATE FULLY COMPLETED: _____

TOTAL AMOUNT SPENT ON PROJECT: _____

TOTAL AMOUNT OF LEGISLATIVE GRANT AWARD SPENT ON PROJECT: _____

Date

Signature of Grant Recipient

Signature of District Legislator(s)

