

The Peter and Elizabeth C. Tower Foundation

2008 Developmental Disabilities Grant Guidelines

I. General Information

Grantmaking Objective

The Foundation seeks to enhance service delivery for children and adolescents with developmental disabilities.

A **developmental disability** is defined as a disability that is manifested before a person reaches 22 years of age, which constitutes a substantial disability to the affected individual, and is attributable to mental retardation or related conditions. Such conditions include cerebral palsy, epilepsy, autism or other neurological conditions resulting in impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation.

Eligibility

- Tax-exempt organizations with 501(c)(3) classifications from the Internal Revenue Service that are neither private foundations nor described as 509(a)(3) organizations
- Diocesan and public school districts
- Nonprofit public benefit corporations

Geographic Areas

Massachusetts:

- Barnstable County
- Dukes County
- Essex County
- Nantucket County

New York State:

- Erie County
- Niagara County

Funding Priorities

Priority is given to:

- early intervention projects
- projects that focus on those who are dually diagnosed with developmental disabilities and mental illness
- projects that focus on staff development leading to enhanced service delivery
- projects that focus on delivery of state-of-the-art treatment

Additional Information

Please note that:

- priority is given to projects where the incremental costs, *i.e.*, the costs that are new to the organization as a result of the proposed project, are a substantial portion of the grant request
- sustainability of the project after Tower grant funding terminates is of paramount importance to the Foundation
- multi-year grants are encouraged
- grants typically range from \$25,000 to \$75,000 annually

II. Applying for a Grant

Submitting a Letter of Inquiry

The first step in applying for a grant is submitting a letter of inquiry not to exceed three pages in length. The Foundation accepts only one letter of inquiry per applicant. The letter must be signed by the applicant's executive director, superintendent, or headmaster.

To be considered for a grant your letter must be received by 5:00 p.m. on August 13, 2008. E-mailed and faxed copies are not accepted.

Your letter of inquiry **must** include the following:

- a description of the project for which support is requested, including an outline of the specific objectives you hope to accomplish
- a brief statement of the history and goals of your organization, the issues to be addressed, and your organization's involvement with these issues
- the target population and geographic area(s) served
- the number of individuals affected by the proposed project
- the approximate start and end dates of the project
- the total project cost
- the dollar amount requested from the Foundation (for multi-year grants specify the amount for each year) and a brief summary of how the funds will be used
- information about other sources of support, both assured and requested

Notification of Interest

All letters of inquiry are reviewed to determine if the Foundation wishes to pursue a grant application. Applicants will be notified by October 10, 2008 of the result of this review. Please note: you should not interpret a request for an application as an indication of likely support. The deadline for grant applications, if requested, is November 12, 2008.

The following criteria will be used to evaluate applications:

- clarity of project goals and anticipated impact
- strength of project design
- organizational capacity and readiness to implement and oversee the project
- evidence of commitment by the organization's leadership and management
- plan for assessing the project's impact and capacity to measure project outcomes
- the number of individuals served
- likelihood that the project will be sustained after grant funding terminates

Final decisions on grant awards are made by the Foundation's Board of Trustees at its winter meeting. You will be informed of the Board's decision by March 1, 2009.

The Foundation does not accept unsolicited proposals.

III. Required Reports

Successful applicants will be required to sign a Terms of Grant which will specify the Foundation's program and fiscal reporting requirements. In general, these include on-going progress reports for multi-year projects and a final report, due 60 days after funding terminates. Reports include a summary of all funds received and expended for the project covered by the grant and a narrative describing the outcomes and significance of the project.

IV. Restrictions

The Foundation does **not** fund programs or projects that:

- may be used for the private benefit of any grant recipient or affiliated person
- attempt to influence legislation
- attempt to influence or intervene in any political campaign

The Foundation also does **not** provide funds for:

- capital campaigns or improvements
- scholarships

Timeline Summary

	<i>Deadline</i>	<i>Expect response by</i>
Letter of Inquiry	August 13, 2008 5:00 p.m.	October 10, 2008
Grant Application (if requested)	November 12, 2008 5:00 p.m.	March 1, 2009

Send Letter of Inquiry to:

Glenda M. Cadwallader, Executive Director
The Peter and Elizabeth C. Tower Foundation
2351 North Forest Road
Getzville, NY 14068-1225