



## 2012 SMALL GRANTS PROGRAM APPLICATION

The Small Grants Program aims to be responsive to community needs and support organizations that advance the Foundation's funding objectives. This initiative offers opportunities for funding requests that may be too small to be competitive in the Foundation's annual grantmaking cycles.

Overall, the Small Grants Program will allow the Foundation to respond to organizations' smaller project or program needs in a simplified and expedited manner. Under this category, eligible non-profits can apply for one-year grants of **\$30,000** or less. The total amount available for this year's Small Grants Program is \$300,000.

### Who is Eligible?

- Organizations with IRS 501(c)(3) classifications, public school districts, charter schools, or diocesan or private schools that currently operate programs for children, adolescents, or young adults to age 26
- Please note that organizations must also provide services in one of the Foundation's three funding categories:
  - Mental Health
  - Substance Abuse
  - Intellectual Disabilities
- Organizations located in one of the following geographic areas:
  - In Massachusetts: Barnstable, Dukes, Essex, or Nantucket Counties
  - In New York: Erie or Niagara Counties
- Preference will be given to organizations with less than a \$3 million dollar annual operating budget

Please note that organizations awarded a grant under this initiative must wait one year after the close of their grant before they are eligible to reapply to the Small Grants Program. However, organizations that apply for a small grant are eligible to apply for other Tower Foundation initiatives.

### Types of Support

- Capacity Building- For specific activities or projects aimed at strengthening an organization's programmatic or administrative capacity. Some examples of allowable capacity building activities include: organizational assessment, an agency's first audit, strategic and board planning, executive coaching and consulting, and staff participation in professional development.

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- Program Development- Support for program development, planning, expansion or enhancement.
- Capital/Equipment Projects- For small projects that involve one-time capital or non-consumable equipment expenditures.

### Timeline

Grant Submission Due Date	Notification Date
Friday March 2, 2012	Tuesday May 1, 2012
Monday October 1, 2012	Friday November 30, 2012

**Please note that applications must be received by 4:30 p.m. on the due date and must include original (i.e., "wet) signatures. E-mailed or faxed copies are not accepted.**

### Grant Limitations

Small Grants are not made:

- To organizations that do not currently operate programs in one of the Foundation's funding categories
- For projects that fit more appropriately with one of the Foundation's other funding approaches
- For multiple year projects
- For research
- For start-up support
- For fundraising
- For endowment support
- For lobbying purposes
- For capital campaigns
- For scholarships

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## 2012 Small Grants Program Application Face Sheet

1. Total Amount Requested: \$ \_\_\_\_\_

2. Legal Name of Organization Applying:\*

\_\_\_\_\_

**\* Should be the same as on IRS determination letter**

3. Employee Identification Number \_\_\_\_\_

4. Address: \_\_\_\_\_

\_\_\_\_\_

5. Contact Person:\*

Title: \_\_\_\_\_

6. Telephone Number: (     ) \_\_\_\_\_

7. Fax Number: (     ) \_\_\_\_\_

8. E-mail Address: \_\_\_\_\_

9. Web Site: \_\_\_\_\_

10. Project Name: \_\_\_\_\_

11. Total Project Cost: \$ \_\_\_\_\_

12. Organization's Annual Operating Budget: \$ \_\_\_\_\_

13. Anticipated Grant Start and End Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

14. Executive Director/CEO/President

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: Signature must be in blue ink on the original face sheet.**

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## **Application Instructions (Maximum four pages including budget)**

Please provide sufficient detail to clearly convey your project idea. Your application should be in narrative form (i.e. not bullet points). Formatting should consist of Calibri typeface, 11 font size, one-inch margins, and single-spaced paragraphs.

- A. Brief overview of the organization's mission and objectives and scope of services related to the request.
- B. Target population and number of children/adolescents/young adults to age 26 served.
- C. Specify how grant funds will be used and why support is needed now.
- D. Describe your goals for the project.
- E. Provide a total budget for the project for which funding is sought. In general, the project budget should not be the same as the organization's overall budget.

## **Attachments**

- Copy of the current IRS 501(c)(3) determination letter (if applicable)
- For a capital/equipment project, provide a budget and vendor quotes.

*All of the requested information must be received in order to be considered for a small grant.*

## **Mail Application to**

Small Grants Program  
The Peter and Elizabeth C. Tower Foundation  
2351 North Forest Road  
Getzville, NY 14068-1225

*Note: By submitting this application to the Foundation, the applicant acknowledges that: (1) this application and all supporting materials, may be distributed to any and all members of the staff and Trustees of the Foundation in the course of the analysis of this application; and (2) the applicant should have no expectation of confidentiality regarding these documents.*