



NEW YORK BUILDING FOUNDATION

Grant Request Cover Sheet

Please type or print clearly.

Date of application:	
Name of organization to which grant would be paid. Please list legal name:	
Address of organization:	
Telephone number:	
Executive Director/President:	
Contact person and title (if different than above):	
E-mail address of contact person:	
Is your organization an IRS 501(c)(3) not-for-profit?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	
Grant Request Amount:	\$
This grant request is for (check one):	<input type="checkbox"/> General Support <input type="checkbox"/> Project/Program Support
Project/program name:	
Purpose of grant (one sentence):	
Total organizational budget:	\$
Dates covered by this budget (mm/dd/yy):	
Total project/program budget:	\$
Dates covered by project/program budget (mm/dd/yy):	

Signature

Date



NEW YORK BUILDING FOUNDATION Grant Proposal Format

Please write your proposal following the format provided. Answer the questions in the order listed using the designated headings. All grant proposals should be addressed to Building Foundation Chairman Jonathan D. Resnick and President Carlo A. Scissura, Esq.

I. **PROPOSAL SUMMARY** - one-half page maximum

In a short paragraph, please summarize the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how the funds will be utilized if a grant is made.

II. **NARRATIVE** – five pages maximum

A. **Background** – Describe the work of your organization, addressing the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location and socioeconomic background.
3. Current programs and accomplishments, highlighting achievements of the recent past.
4. Your organization's relationships with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

B. **Funding Request** – Please describe the program/project for which you seek funding.

1. If applying for general operating support, briefly describe how this grant would be used.
2. If your request is for a specific project/program, please explain the project/program, including:
 - Sufficient detail on the project for which funding is desired, including its scope and implementation time frame.
 - The amount of funding requested and the overall budget total that indicates the percentage that would be funded by the Foundation. Please also include the estimated overhead expenses expressed as a percentage of the total direct expenses allocable to the Grant.
 - An explanation of the specific uses to which Foundation funds would be allocated.
 - If practicable, a breakdown of the grant request into appropriate components, with dollars allocated to each component listed in order of priority.
 - Any matching or challenge grants that will be available or sought by the applicant and from whom they will be sought or made.

- Other sources of funding for the request, detailing amounts received or committed.
- A commitment to provide a mid-year update on the program after allocation of grant money.
- A statement that the applicant does and will comply with these requirements.

C. Evaluation – Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. Attachments – Please provide the requested documents.

A. A copy of your organization’s most recent Annual Report, if available.

B. Program audit information.

C. Verification of the non-profit status of the organization and your federal tax identification number.

IV. Submission – Please submit your proposal to Alanna Draudt, Director, Foundation and Events via email at adraudt@buildingcongress.com or mail to: New York Building Foundation, 44 West 28th Street, 12th Floor, New York, NY 10001.