



## NEW YORK BUILDING FOUNDATION 2017 GRANT REQUEST GUIDE

Formed in 1998, the New York Building Foundation (the “Foundation”) promotes the long-term growth and well being of the New York City building industry and the wider community through a program of research, educational and philanthropic activities. The Foundation makes grants consistent with the Statement of Purposes set forth in its Amended and Restated Constitution and By-Laws and the basic philanthropic criteria approved by the Board of Governors (the “Board”).

The Foundation will accept grant applications twice during each calendar year. The spring submission period is typically March 1 – May 31, and the fall period is typically August 1 – October 31. The Board will select grants at its next scheduled meeting following these time periods.

The information below should be considered by your organization prior to submitting a grant proposal to the Foundation to ensure your organization meets the Foundation’s eligibility requirements. The Foundation’s full Grant Request and Evaluation Guidelines can be found on our website, [nybuildingfoundation.org](http://nybuildingfoundation.org).

### I. GRANT ELIGIBILITY

- A. **Applicants.** The Foundation only makes grants to not-for-profit organizations involved with or related to the design, construction and real estate industry in New York City and engaged in activities for the benefit and welfare of the industry and/or residents of the State of New York.
- B. **Types of Grants.** The Foundation makes the following types of grants:
  - 1. Grants to support gathering information and conducting research on the design, construction and real estate industry.
  - 2. Grants to establish and award scholarships for industry-related education and career advancement opportunities.
  - 3. Grants to support a specific project or program.
  - 4. Grants for seed money to assist in establishing a new project, program or organization, including salary and other operating expenses. Such grants are determined on a case-by-case basis.
  - 5. Grants to provide operating or general support. Such grants are determined on a case-by-case basis.
- C. **Length of Grant.** The Foundation considers each year’s applicants carefully on the merits of the current applications; accordingly, the fact that the Foundation makes a Grant in one year does not in any way imply that similar Grants will be made in ensuing years. On occasion, the Foundation makes a Grant that can only be completely used over more than one fiscal year of the Foundation. Any such Grant will likely require the approval of interim reports before further installment(s) are paid on the Grant.

- II. **Evaluation Criteria.** The purpose of the Grant must be aligned with the Foundation’s mission. In this regard, scholarship programs should be for industry-related education and career advancement

opportunities, and charitable opportunities should stimulate additional giving and participation by the industry.

The Foundation considers the following criteria, among others, in examining Grant applications:

- A. The stability and integrity of the applicant (the applicant should be sustainable, in good standing, and capable of bringing the targeted purpose of the requested funds to fruition);
- B. Whether the program or project for which funds are sought complements the work of the New York Building Congress;
- C. The commitment of the applicant's Board, their background, and history of sound governance in overseeing the applicant's expenditure of grant money;
- D. The capabilities and experience of the persons responsible for the implementation of the proposed Grant (the leader responsible for delivering the program should have a successful record of accomplishment);
- E. Whether the proposed Grant will duplicate or work in conjunction with similar Grants, and whether the proposal will meet a demonstrated need;
- F. The extent of governmental, public or private support, if any;
- G. Any matching grant funds that may be available;
- H. The anticipated short- and long-term results of the Grant request (the program or project that is the subject of the grant request should have measurable outcomes); and
- I. Whether there is a need for future financial support, including consideration of continued support from the Foundation, the community or other funding sources.

**Notice to Applicants:** Applicants whose proposals are accepted will be notified and receive their funding within 30 days following Board approval. When an application has been acted upon by the Foundation, such action is final. If an application has been rejected, it will not be carried over for future consideration. The applicant may later make a new application, which must not merely request to reinstate the prior applications.

### **III. POST-GRANT REPORTING REQUIREMENT**

- A. **GENERALLY.** After a Grant has been made, the Foundation may request interim evaluation/progress reports at intervals of not less than every six months during the period that Grant funds are being used, and a final report when the Grant funds have been completely expended or the purposes for which the Grant was made have been accomplished, whichever is later. Reports should be addressed to the President of the Foundation.
- B. **NOTICE OF CHANGES.** It is a condition of each Grant that the Foundation be immediately notified in writing should circumstances change regarding the Grant or its purposes.
- C. **ADDITIONAL INFORMATION.** After any report has been received and reviewed, the Foundation reserves the right to request additional information of specific interest and concern.
- D. **RELATIONSHIP WITH GRANT RECIPIENTS.** The Foundation is interested in building relationships with its Grantees. Accordingly, Grant recipients are encouraged to send the President of the Foundation newsletters and other mailings of interest, on a regular basis, so that the Foundation may better perform its functions, while the Grantees carry on their valuable work.