



# NEW YORK BUILDING FOUNDATION GRANT REQUEST AND EVALUATION GUIDELINES

June 14, 2017

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 provides a unique tax-exempt vehicle to attract voluntary contributions and research grants on behalf of its targeted program, which the organization advances both separately and in cooperation with other tax-exempt national, state and local organizations.

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”). This document constitutes grant-making policies and procedures to assist the Board in its evaluation of proposals for Foundation initiatives or support. These policies and procedures are subject to periodic review and modification by the Board.

## I. GRANT ELIGIBILITY

**A. Applicants.** The Foundation makes grants only 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 not-for-profit corporations involved in construction projects for the benefit and welfare of residents of the State of New York.
3. Grants to establish and award scholarships for industry-related education and career advancement opportunities.
4. Grants to support a specific project or program.
5. 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.
6. Grants to provide operating or general support. Such grants are determined on a case-by-case basis.

Each type of grant described above, and any others actually made by the Foundation, are collectively referred to in these Guidelines as a “Grant.”

**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

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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. GRANT APPLICATION SUBMISSION AND EVALUATION

**A. Grant Application.** An organization or institution interested in applying for a Grant should first determine, after a careful study of these Guidelines, whether its proposal falls within the stated Guidelines and priorities of the Foundation. If so, a letter of application containing all contact information, including email addresses, should be addressed to the Chairman and President of the Board. At a minimum, the application should include the following information:

1. The general history and description of the applicant;
2. Sufficient detail on the project for which funding is desired, including its scope and implementation time frame;
3. The amount of funding requested, as well as:
  - i. the overall total budget that indicates the percentage that would be funded by the Foundation;
  - ii. a statement of the estimated overhead expenses expressed as a percentage of the total direct expenses allocable to the Grant; and
  - iii. an explanation of the specific uses to which Foundation funds would be allocated;
4. If any matching or challenge grants will be available or sought by the applicant and from whom they will be sought or made;
5. If practicable, a breakdown of the grant request into appropriate components, with dollars allocated to each component, and a prioritization of these components. This information will assist the Foundation in determining whether and to what extent a Grant of less than the full amount will be effective for and helpful to the applicant;
6. A list of other sources of funding for the request detailing amounts received or committed;
7. Program audit information;
8. Verification of the non-profit status of the program;
9. The applicant's federal tax identification number;
10. A commitment to provide a mid-year update on the program after allocation of grant money; and
11. A statement that the applicant does and will comply with the requirements set forth in these Guidelines.

**B. Consideration Period and Selection.** The Foundation will consider grant applications twice during each calendar year. The spring consideration period is typically March 1 – May 31, the fall period is typically August 1 – October 31. At its first regularly-scheduled meeting following the Annual Meeting, the Board will approve an annual budget that establishes funds available for distribution within the calendar year. The Board will review all applications following the close of each application period. Requests will be evaluated for

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compliance with the Foundation's mission, goals, and the criteria as outlined in this document. The Board will make the final selection at its next regularly-scheduled meeting.

- C. 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:

1. 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);
2. Whether the program or project for which funds are sought complements the work of the New York Building Congress;
3. The commitment of the applicant's Board, their background, and history of sound governance in overseeing the applicant's expenditure of grant money;
4. 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);
5. Whether the proposed Grant will duplicate or work in conjunction with similar Grants, and whether the proposal will meet a demonstrated need;
6. The extent of governmental, public or private support, if any;
7. Any matching grant funds that may be available;
8. 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
9. Whether there is a need for future financial support, including consideration of continued support from the Foundation, the community or other funding sources.

- D. 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 application.

### **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.

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- 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.