Social Service League of Ithaca

**2020-21 Grant Guidelines and Application**

Fully complete the Grant Application including a detailed program or project budget (revenues and expenses) and an overall budget for your organization. Be sure to include all documents requested below.

**The grant deadline is Monday, October 19, 2020**

**This application and information about the Social Service League are available at** [**www.hsctc.org/socialserviceleague**](http://www.hsctc.org/socialserviceleague)**.**

**If you are unable to fill out the form online, please email a copy of the completed application as a .doc or .docx file as well as other required documents to:** **jmazzello@hsctc.org**

Please contact John Mazzello at the Human Services Coalition with any questions or comments:

jmazzello@hsctc.org or 607-273-8686

**Please ensure your application will be received by October 19, 2020.**

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| The mission of the Social Service League is to support Tompkins County not-for-profit human service organizations in their work to address the most significant community needs.**Qualifications necessary to apply for and receive Social Service League funds:** Any not-for-profit, incorporated, human/social service provider in Tompkins County is eligible to apply. Public/government agencies and individuals are not eligible to receive funds.**Grant Guidelines:**1. To assist programs that address the most significant community needs. **This year the Social Service League Board is choosing to focus funding on essential needs due to the Coronavirus pandemic.** Applicants must prove the ability to sustain their projects without continuing support from the Social Service League.
2. Funding is not granted for the following types of requests:
	1. Capital fund drives
	2. Deficits
	3. Proposals requiring on-going support from the League\*
	4. Specific funds to individuals.
3. Social Service League Board members also consider prior receipt of funding through this process. If you have received prior funding you must submit your final project report in order to be considered for funding this year.
4. Grant requests may not exceed $3,000. Over the last several funding cycles, the average grant award has typically been in the $1,000-$1,500 range.

\* Reminder: The Social Service League does not support regular, on-going operating expenses, unless the request shows how the activity will be supported when SSL funds are exhausted. Grants may be awarded for one-time events and initiatives that an organization’s current funding cannot support. |

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| **All completed applications must include:*** Project narrative, 1200 word maximum
* Project budget
* Current annual budget for overall organization
* Most current balance sheet
* Board of Directors list for current year
 | **Optional materials:*** Annual Report
* Additional supporting program information relevant to the application
* Letter of support, if appropriate
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**Social Service League of Ithaca**

**Grant Application Cover Page**

Organization Legal Name:

Organization Street Address:

City/State/Zip:

Phone Number: Fax Number:

Website (if applicable):

Director’s Name and Title:

Contact Person and Title (if different):

Email Address for Contact Person: Phone Number for Contact Person:

Project Name:

Brief summary of the project for which funding is being sought (300 word maximum):

What is the essential need this project is addressing? How has the Coronavirus pandemic affected the extent of this need in the community? (300 word maximum)

Amount of request **(not to exceed $3,000)**:

Total project cost:

Project funds raised or to be raised from other sources (please specify sources, 300 word maximum):

Beginning and ending dates of the project:

Plans for continuing support of the project (if applicable, 300 word maximum):

What do you hope will be the outcomes of your project (300 word maximum)?

How will you know if you achieved your outcomes? How will you measure or document the results (300 word maximum)?

As applicable, what strategies do you/will you take to ensure that your project is inclusive and serves people equitably? Please address any outreach efforts or other relevant activities (300 word maximum).

Are there other organizations in Tompkins County which are implementing similar projects? How is your project different than the other programs locally? (300 word maximum)

By typing my name here I confirm that I am authorized to submit this application on behalf of my organization
(Executive Director or designee):

Name: Date:

**Project Proposal**

Please provide a detailed program/project proposal narrative (**1200 word maximum**). Describe the program for which funds are requested, including goals and objectives, population and area served, staffing (paid and/or volunteers), envisioned impact of program/project and project timetable.

Please include in your application package (not part of the page limit): proposed program/project budget for which funding is being sought (e.g., equipment, software) as well as overall agency budget.

**Social Service League of Ithaca**

**2020-21 Grant Program Final Report**

**Return by September 13, 2021**

**Email completed form to: jmazzello@hsctc.org**

***Note: This sample final report form is provided for your reference and does***

***not need to be completed as part of the application process.***

***This form is subject to change.***

**Name of Your Organization:**

**Person Responding:**

**Phone/email:**

**Amount awarded:**

**Please briefly describe the purpose of the grant which your organization was awarded:**

**Were your anticipated outcomes achieved? If yes, how do you know? If no, why not? Describe the benefits the award made possible.**

**Finally, the Social Service League is interested in hearing from persons to whom this award made a difference. If possible, we would very much like to have first-person testimonials or other stories (a name or attribution is not required).** Additionally, if you have any photos related to your project, please consider submitting one or more. These statements and photos demonstrating the beneficial impact of our grants will help us to maintain and enhance the Social Service League endowment. Please use additional sheets as needed. Thank you.