



WESTCHESTER COMMUNITY FOUNDATION'S APPLICATION CHECKLIST

After reading our [grantmaking guidelines](#) to assure the fit between your project and our program, please put together the following materials in a single PDF document of less than 25MB titled [yourorganizationname]*:

1. A brief cover letter on the organization's letterhead signed by the paid staff head or designee confirming the organizational commitment to the project.
2. A narrative proposal (no more than 10 numbered pages). The narrative need not address the topics in order, or even one at a time. Rather, the narrative should make a compelling case for the needed changes, how the proposed activities will lead to the desired change, and why your agency is prepared to carry out the project. The narrative should include:
 - A description of your agency's background (mission, major activities, and credentials for carrying out the project);
 - A brief statement of the problem or policy change you seek to address;
 - A description of your plans to address the problem, including the project's:
 - specific goals and objectives
 - planned activities, including who will benefit and how policies, systems, or services will improve
 - expected outcomes and plan for measuring results
 - For all renewal requests, please provide an update of progress to date, and detail how a renewal grant will further expand the program and its goals and objectives;
 - A brief statement of how the project will be sustained after The Foundation's support ends.
3. An itemized project budget that reflects the full costs of carrying out the project (as opposed to just the amount requested from the Foundation). The budget should also list other pending and/or confirmed income to support the project. Please round up to the nearest thousand for all line items in the project budget.

Administrative costs: Westchester Community Foundation provides support for administrative costs up to 20% of total program/project costs. Administrative costs include such things as general administration and management expenses (e.g. management staff salaries and benefits), infrastructure costs (e.g. rent and utilities, equipment depreciation, technical licenses), and other costs that are incurred for

the benefit of all the programs within the organization (e.g. marketing costs, fundraising expenses), not just the program you're seeking funding for.

NOTE: For grants to universities, hospitals, academic medical centers, and affiliated nonprofit fiscal sponsors (e.g. research foundations affiliated with fundraising vehicles of government agencies), overhead costs for grant administration may not exceed five percent of the total project budget. Administrative costs related to carrying out the proposed grant activities, including space, materials and supplies, and technology for project staff, are not subject to the five percent limit, and should be identified separately in the proposed itemized project budget.

4. Your current annual operating budget, along with actual income and expenses for the most recently completed fiscal year.
5. A list of your board of directors, including affiliations. The Foundation generally requires that a board should have at least four members (we prefer at least five); all board members should be unrelated; and no more than one board member should be paid, typically the paid staff head.

Assemble all materials into a single PDF. Next, please complete the [Westchester Community Foundation's Ongoing Competitive Grants Program Cover Sheet](#). Finally, attach the PDF of your application to the completed Proposal Cover Sheet and click "Submit."

Applicants will be notified by email. Additional information may be required.

*If you are applying from a large institution, i.e., hospital or university, please also include the name of your center or division in the file name.

WHEN CAN WE APPLY?

Step	Cycle 1	Cycle 2	Cycle 3
LOIs Due by 5 p.m.	October 14, 2022	January 27, 2023	May 26, 2023
Invited proposals due by 5 p.m.	December 1, 2022	March 1, 2023	July 21, 2023
Announcement of Awards	Late March	Early July	Late November

For additional information, please contact your program officer.