WESTCHESTER
COMMUNITY
FOUNDATION

WESTCHESTER COMMUNITY FOUNDATION'S APPLICATION CHECKLIST

Please put together the following materials in a single PDF document of less than 25MB titled [yourorganizationname]*:

1. A succinct and well-organized narrative proposal (no more than 10 numbered pages). The narrative must include, in order:
   - A description of your agency's background (mission, major activities, and credentials for carrying out the project);
   - A brief statement of the problem you seek to address;
   - A description of your plans to address the problem, including the project's:
     - o specific goals and objectives;
     - o planned activities to meet goals and objectives, including who will be served;
     - o 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.

2. 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.

3. Your current annual operating budget, along with actual income and expenses for the most recently completed fiscal year.

4. A list of your board of directors, including professional or community affiliations. The Foundation generally requires that a board have at least four members (five is preferable); all board members should be unrelated; and no more than one board member should be paid, typically the paid staff head.

5. A brief cover letter on the organization's letterhead signed by the paid staff head or designee confirming the organizational commitment to the project.

Assemble all materials into a single PDF.

Next, please complete the Westchester Community Foundation's Request for Proposals [Cover Sheet](#).

Finally, attach the PDF of your application (items 1-5) to the completed Cover Sheet and click "Submit."

Applicants will be notified by email that the application was received. Foundation staff may reach out for additional information.

*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 pm.	October 13, 2023	January 26, 2024	May 24
Proposals invited	November, 2023	February 16	June 21
Invited proposals due by 5 p.m.	December 8, 2023	March 15	July 19
Announcement of Awards	Mid-March	Mid-June	Mid-November