



## Grant Application Package

**Northfield Bank Foundation**  
1731 Victory Boulevard  
Staten Island, NY 10314  
(718) 303-4265 | (732) 587-2225  
[www.northfieldbankfoundation.org](http://www.northfieldbankfoundation.org)

*Revised June 2009*

The mission of the Northfield Bank Foundation is to promote charitable purposes within the communities in which Northfield Bank operates - Staten Island, Brooklyn and Central New Jersey.

The Foundation will focus its efforts on projects to support education, health and human services, youth programs, affordable housing and other types of community organizations or civic-minded projects that improve the quality of life around us.

To apply for a grant from the Northfield Bank Foundation, please carefully review the eligibility requirements and application instructions found below.

## ELIGIBILITY FOR GRANTS

- Awards will include support for program development as well as for new and expanded facilities and equipment.
- Grants are generally limited to use in the market areas served by Northfield Bank.
- Grant recipients must demonstrate Section 501(c)(3) or other non-profit status, a need for private financial support and a direct relevance to the Foundation's areas of giving interest.
- The Northfield Bank Foundation does not provide financial support for political organizations or candidates for political office or activities for sectarian purposes.
- The Northfield Bank Foundation does not generally make contributions to individual endeavors other than scholarships.
- Officers, directors and employees of Northfield Bank and any affiliates thereof shall not be eligible to receive grants from the Foundation.

## GRANT APPLICATION INSTRUCTIONS

- Complete the Northfield Bank Foundation Application Cover Sheet found on page 2 of this document.
- Submit a typewritten Grant Proposal following the format guidelines found on pages 3 and 4 of this document.
- **Please submit a copy of your 501(c)(3) form along with this application.**
- Submit completed materials to:

**Northfield Bank Foundation**  
1731 Victory Boulevard  
Staten Island, NY 10314  
info@northfieldbankfoundation.org

- Submit one copy only and do not include any materials other than those specifically requested at this time. Incomplete applications will not be considered.
- Decisions and funding from the Northfield Bank Foundation will generally occur no later than the end of the next quarter following the receipt of the completed request and any additional information requested by the Foundation.

Date of application: \_\_\_\_\_

Name of organization to which grant would be paid. Please list exact legal name.

\_\_\_\_\_

Address of organization: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Executive director: \_\_\_\_\_

Contact person and title (*if not executive director*): \_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit? (*yes or no*): \_\_\_\_\_

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Purpose of grant (*one sentence*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grant request: \$ \_\_\_\_\_

Total organizational budget (*for current year*): \_\_\_\_\_

Dates covered by this budget (*mo/day/year*): \_\_\_\_\_

Total project/program budget: \_\_\_\_\_

Dates covered by project budget (*mo/day/year*): \_\_\_\_\_

Project name (*if applicable*): \_\_\_\_\_

## I. **PROPOSAL SUMMARY:** one-half page, maximum

Please summarize in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

## II. **NARRATIVE:** five pages maximum.

**A. Background:** Describe the work of your organization, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
5. Your organization's relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

**B. Funding Request:** Please describe the program for which you seek funding.

1. If applying for general operating support, briefly describe how this grant would be used.
2. If your request is for a specific project, please explain the project including:
  - A statement of its primary purpose and the need or problem that you are seeking to address.
  - The population that you plan to serve and how this population will benefit from the project.
  - Strategies that you will employ to implement your project.
  - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
  - Anticipated length of the project.
  - How the project contributes to your organization's overall mission.

**C. Evaluation:** Please explain how you will measure the effectiveness of your activities.

Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

### III. ATTACHMENTS: Please label all attachments to correspond to the capitalized items below.

#### A. Financial Information: Please provide the dates that each document covers.

1. Your MOST RECENT FINANCIAL STATEMENT, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your OPERATING EXPENSE BUDGETS for the current and most recent fiscal year.
3. Aligned side by side on the same page, A LIST OF FOUNDATION AND CORPORATE SUPPORTERS, and all other sources of income, with amounts, for your current and most recent fiscal year.
4. Please list the foundations, corporations, and other SOURCES that you are SOLICITING FOR FUNDING and, to the best of your knowledge, the STATUS OF YOUR PROPOSAL with each.

If project funding is requested:

5. A CURRENT EXPENSE BUDGET FOR THE PROJECT. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
6. A list of all SOURCES OF INCOME toward the project, actual and prospective with amounts.

#### B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations. Please indicate the level of financial and in-kind support from each Board of Director to your organization in the past 12 months.
2. A copy of your most recent IRS letter indicating your organization's tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. No more than three examples of recent articles about, or evaluations of, your organization, if available.
6. You will be required to submit a report to the Foundation upon implementation and/or completion of the project that we are funding. Requirements of the final report will be provided under separate cover.