2024 Strategic Grant Application

Richard S. Shineman Foundation

Instructions

Letter of Inquiry

Please complete all sections of the Letter of Inquiry (LOI) form below beginning with the eligibility questions. The LOI must be electronically submitted by March 29, 2024 to be considered for a grant application.

The LOI will be carefully reviewed. In the event that additional information is required, you will be notified via email. The LOI will be returned to you for modification and re-submission. After we have determined your eligibility, an invitation to apply for a grant application will be sent via email.

Please contact us if you have any questions or need help completing the Letter of Inquiry (LOI).

Important:
Please add "administrator@grantinterface.com" to your Contacts in your email program.
This will ensure that future grant updates from the Richard S. Shineman Foundation are delivered successfully and do not end up in your spam folder.

Organization Eligibility

Organization Eligibility Questions

The Foundation focuses its funding for tax-exempt organizations primarily serving Oswego County. The Foundation will not accept proposals from individuals or for-profit organizations. An organization is not eligible if it has received a grant from the Foundation within the past 12 months.

Is your organization a first time applicant?*

Is this the first proposal that your organization has submitted to the Richard S. Shineman Foundation?

Choices
Yes
No

Is your organization a 501(c)(3) as designated by the IRS?*

The Foundation only considers proposals from organizations with a 501(c)(3) status or publicly supported organizations such as schools and municipalities.

Choices

Yes
No

EIN

Character Limit: 250

Government Issued Ruling Year

Character Limit: 250

Proposal Eligibility

Proposal Eligibility Questions

It is the Foundation's general policy to give preference to proposals seeking funds for new or enhanced programs, capacity-building support, one-time, short-term grants to sustain a program until funding is stabilized, matching grants to encourage the participation of other donors, and "last dollars" towards a capital campaign.

Additionally, we favor proposals that focus on making a positive and transformative impact on the community, including long-term investments in social capital and infrastructure; enhancing the viability of the applicant, and the sustainability of the program; have clearly stated and achievable objectives and time-frames; and emphasize collaboration within the community and the inclusion of diverse voices/perspectives.

The Foundation does consider proposals in the areas of Environment and Historic Preservation, however, as these are not core focus areas, funding is often limited. Priority will be given to proposals in the other focus areas.

Focus Area*

Select the focus area that most closely aligns with the proposal for which you are seeking funding.

Choices

Arts & Culture
Civic Benefit
Economic/Workforce Development
Education
Environment
Health & Human Services
Historic Preservation

Religious or Theological Cause
Other

Will the funding be used within the Foundation's geographic focus area?*

The Richard S. Shineman Foundation focuses funding in Oswego County. We will consider organizations that are located in - or can demonstrate a direct benefit to - Oswego County through specific projects or programs.

Choices

Yes
No

Organization Information

Organization Mission Statement*

Please concisely state the organization's mission.

Character Limit: 750

Description

Project Title*

Please provide the name or title of the proposal.

Character Limit: 75

Project Type*

Select the most appropriate proposal type.

- **Capacity Building:** Support to help organizations increase their efficiency or effectiveness in a particular area and typically focus on improving process rather than a project.

- **Capital Project:** One-time support for specific capital needs (e.g. facilities, equipment, infrastructure, etc.)

- **Programming:** Support for new and innovative programs, or the expansion of proven existing programs that address our community's most pressing needs.

- **Operating:** These grants provide ongoing support to an organization via funding of operating expenses.

Choices

Capacity Building
Capital Project
Programming
Operating

ADDITIONAL INFORMATION

Additionally, please note that in general:

- Grant applications for large requests of funding over $200,000 will not be considered until at least 50% of the total project cost has been raised by the applicant prior to applying.

- For capital campaigns, the Foundation will award no more than 10% of the total project budget.

Executive Summary*

Please provide a high level response (3-5 sentences) of the proposal for which you are seeking funding.

Character Limit: 1000

Logic Model

Please use the Logic Model form to describe the projected measurable milestones (outputs and outcomes), timeframe, strategies, impact to community, inclusion of diverse voices, and method for evaluating your outcomes.

You are required to provide progress and final reports and will be asked to compare the original outcomes that are listed in the application to actual outcomes that took place throughout the grant period.

Planning	
Problem Statement:	
Goal:	

Project Proposal*

Please provide a description of the proposal for which you are seeking funding including:

- The specific need or opportunity that you are addressing

- How the need or opportunity was identified and validated (include sources)

- Specify your plans for financing the project at the termination of the grant; if applicable

Note: The proposal description should not include background on the organization but rather provide specific details regarding how the requested funding would be used and how it relates to the stated outcomes described in the logic model.

Character Limit: 2000

Your Planned Work & Intended Results

Inputs (what we put in, eg. resources, money, staff time, etc.)	Activities (what we do)	Stakeholders (who we reach)	Outputs (changes we expect to see; tangible, countable items)	Long-term Impacts (changes we hope to see over time)

Assumptions:	External Factors:

Project Start Date*

Character Limit: 10

Project End Date*

Character Limit: 10

Funding

Total Budget*

Enter the total budget for the entire project, program, or service for which you are requesting funding.

Character Limit: 20

Amount Requested*

Enter the amount of funding being requested.

Character Limit: 20

Budget Narrative*

Provide a breakdown of the total budget for the entire project, program, or service for which you are requesting funding that includes both income (i.e. all funding sources, including request to the Shineman Foundation) and expenses. Please list all funding partners (committed and pending) in the income sources.

Character Limit: 1500