

2025 Strategic Grant Application

Richard S. Shineman Foundation

This strategic grant application is to be used for grant requests **over \$10,000** that meet the following criteria:

- Must be a nonprofit organization
- Programs must serve individuals in Oswego County
- All grant funds will be used for direct program expense
- One strategic grant award per 12-month period
- Programs must not have been completed or started prior to the submission of the application

Strategic Grant Application deadlines:

Spring Round: April 9, 2025

Fall Round: October 1, 2025

IMPORTANT:

Please add "administrator@grantinterface.com" to your Contacts in your email platform.

This will ensure that future Richard S. Shineman Foundation grant updates are delivered successfully and not in your spam folder.

Organization and Project Contacts

Project Lead*

Please enter the name of the person who will be responsible for reporting project updates and submitting follow-up reports.

Character Limit: 100

Grant Signatory*

Please enter the name and title of the person who is responsible for signing the grant agreement.

Character Limit: 250

Additional Contact

Character Limit: 250

Proposal Information

Project Title*

Character Limit: 100

Executive Summary

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

Character Limit: 1000

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

Amount Requested*

Enter the amount of funding being requested.

Character Limit: 20

Total Budget*

Please provide the total budget for this project. This will include the amount you are requesting in this application.

Character Limit: 20

Project Start Date*

Character Limit: 10

Project End Date*

Character Limit: 10

Focus Area*

Select the focus are 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

Proposal Narrative

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:	

Organization Overview*

Please provide a concise overview of your organization including history, mission, vision, number served, and type(s) of programs and/or services provided. Also include a brief description of the leadership structure of your organization, including the names and short bios of key staff members.

Character Limit: 5000

Project Summary*

Please provide a narrative describing your project and the need or problem that the project seeks to address, including:

- Purpose
- Clear and realistic time frame
- Anticipated beneficiaries
- Community need or problem
- Evidence-based best practices
- Data collection method (sources)
- Methods for evaluating your results
- Plan for sustaining the project

Character Limit: 5000

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:

Outcomes/Results

Your Planned Work and Intended Results

Inputs (what we put in, eg. resources)	Activities (what we do)	Short-term (changes we expect to see in the short-term)	Long-term (changes we hope to see over time)	Community Outcomes (changes we want to track in our community)

Catalyst for Change*

The vision of the Richard S. Shineman Foundation is to become a "Catalyst for Change." The Shineman Foundation is dedicated to improving the quality of life in Oswego County by providing grants to not-for-profit organizations that will enhance the local community. As part of this, the Foundation seeks to build relationships with its partnering not-for-profits, allowing them to become more effective, and to build strong social bonds that will bring the community together. Please describe how your project would further the Shineman Foundation's vision to be a catalyst for change.

Character Limit: 1500

Proposal Details

Community Collaboration*

The Shineman Foundation highly values community collaboration and the inclusion of diverse voices. Please comment on how you plan to work with other community organizations and include diverse voices to make this project/proposal a success.

Character Limit: 1500

Financial Health*

Has your organization experienced any financial difficulties or deficits in the last three fiscal years?

Choices

- Yes
- No

Financial Health Notes*

Please address any financial difficulties or deficits your organization has experienced in the last three fiscal years.

Character Limit: 1500

Leadership Changes*

Has your organization recently experienced, or does it anticipate, any leadership changes and/or significant staff turnover?

Choices

Yes

No

Leadership Change Notes

Please describe any recent or anticipated changes and/or significant staff turnover relevant to the proposed grant activities.

Character Limit: 1500

Required Documents

Supporters/Sponsors*

Please provide a list of your major supporters/sponsors. This would include institutional supporters, sponsors, as well as supporters committed to this project or initiative.

Character Limit: 1500

Letters of Support*

Please provide at least one letter of support. (Please submit letters in one of the following formats: JPG, GIF, BMP, TIF, PNG, DOC, DOCX, PDF).

File Size Limit: 2 MB

Funding Type*

Select the type of funding being requested

- Onetime: Grant funds are distributed outright (i.e. no fund raising conditions) for the specific project or budgetary items delineated in the grant request. Onetime also includes cases where this grant is being used toward matching another donor's challenge (i.e. back end of match).
- Matching: In order to receive the grant funds, the grantee must raise new grant funds (e.g. new donors or increased support) from private or public sources in order to match this "challenge" (i.e. front end of match). Matching grants are offered at a 1:1 or 2:1 funding ratio and typically must be achieved within a six-twelve (6-12) month time period (unless specifically noted).

- **Installment:** Grant funds are requested in multiple disbursements over time (e.g. yearly). These funding requests are only considered in rare circumstances.

Choices

Onetime

Matching

Installment

Project Budget*

Submit itemized expenses and income for your budget as clearly as you can. Clearly show which of the expenses in the budget would be paid for by the Foundation.

1. **Click Here** to download the Budget Template.
2. Save a copy of the template to your computer before completing it.
3. Upload the completed template below.

File Size Limit: 2 MB

Audited Financial Statement/IRS Form 990*

Please attach a copy of the first page of the organization's most recently filed IRS Form 990 or most recent audited financial statements.

File Size Limit: 8 MB

501(c)(3) Determination*

Please provide your EIN.

Character Limit: 25

Board of Directors*

Please attach information about your organization's Board of Directors. At a minimum, this should include names and offices held by your board members and their affiliations.

File Size Limit: 2 MB

Additional Information

Additional Geographic Area Information

Please provide any additional information regarding the geographic area served, including any additional geographic areas served.

Character Limit: 1500

Video Upload

Paste video link here

Character Limit: 2000

Pictures

If you have pictures or other documents you would like to share, please upload them here.
(Please submit photos or documents in one of the following formats: JPG, JPEG, BMP, GIF, PNG, TIF or PDF)

File Size Limit: 5 MB

Picture #2

File Size Limit: 3 MB

Picture #3

File Size Limit: 3 MB

Foundation Director's Comments & Funding Recommendation

Has this organization received previous funding?

Choices

Yes

No

Giving History

Character Limit: 5000

Total Amount Given in History

Character Limit: 20

Amount Requested Now*

Character Limit: 20

Director's Comments

Character Limit: 10000

Funding Recommendation

Choices

Approve Grant

Deny Grant

Approve but at a lower grant amount

Approve but at a higher grant amount

Approve Year 1 only

Approve grant with payment next funding year

Approve lump sum payment plus payment next year

Approve lump sum payment plus payment over 2 years

Approve lump sum payment plus payment over 3 years

Approve lump sum payment plus payment over 5 years

Approve with payments made over 5 years

Fund as a matching grant

Defer to another round

Need more information/discussion required