



The Arc of Wayne Foundation

The purpose for which the *Arc of Wayne Foundation* is organized and operated is to exclusively support Wayne County Chapter NYSARC, Inc. by conducting fund raising activities, soliciting and accepting donated funds, grants, bequests, devises, trust remainders, and other gifts and donations, and managing, administering and distributing funds and/or other assets to or for the sole benefit of Wayne County Chapter NYSARC, Inc.

Project Title: _____

Contact Person: _____

Program Affiliation: _____

Address: _____

Phone: _____

Email: _____

Amount of request: _____

Number of Individuals Served through this request: _____

For Office Use Only

Date Application Received _____

Date Presented to Board _____

Board Approval Date _____

Board Denial Date _____

Amount of Grant _____

Notification Made _____

Application Number _____

Reimbursable Through Rate Y N

Requests for funding should be no more than 5 pages and should answer the following questions:



The Arc of Wayne Foundation

1. What will you do with the money?
2. Who will benefit from the funding and how?
3. When will the money be spent?

Any funds awarded through this grant process MUST be spent by August 27th, 2021. Any unspent funds will not be available after this date. Please plan accordingly so that you may maximize your award.

4. Have other sources of funding been explored (other grants, insurance, program budget, etc)? If yes, what sources and what were the results?
5. Has a request been submitted to the Arc of Wayne Foundation for this purpose before?
6. Justification of amount requested, including quotes from vendors, if applicable.

Applications must be submitted electronically to grants@arcwayne.org by 3:00pm on Friday May 21, 2021

Applications will be reviewed at the Foundation's meeting in June and award winners will notified shortly thereafter.



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Helpful Hints

- Anyone is free to submit an application requesting support for individuals who receive services through Arc Wayne and/or any program or service provided by Arc Wayne.
- In previous years, some requests that were deemed to be a program expense by the reviewers (Foundation Board of Directors) were denied. Any request that appears to expand or enhance services would be considered. This distinction is not always clear, so if you are not sure then you should do your best to justify the request in your application.
- When reviewing applications, the Board tends to pay close attention to the number of individuals that will be served through the proposal. They like to see as many individuals served as possible through these grants. This is offered as just a reference, as this is not the sole determining factor.
- Complete application in requested format. It was created to be simple so don't overthink it. When answering the questions be clear and succinct. Once completed, submit application via email by the deadline listed.
- Give enough detail so that reviewers can get a clear understanding of what you are asking for. While some of the reviewers are familiar with our programs and our lingo, others are not as familiar, so don't assume the reviewer knows what you are talking about.
- Give as much detail as possible when detailing cost. When possible, break down costs by line item. If getting a quote let the vendor know that awards will not be made for a few months, so make sure the quoted price will be valid through the time your purchase would be made (under the current format, the quote should be valid through end of August, at minimum).
- When getting quotes, ask vendors if we already have an account. This may assist in making the purchase process easier, should an award be made. There may also be a discounted cost for established customers. Prior to making a purchase, please check with



The Arc of Wayne Foundation

Jen Miller in the business office to determine the most efficient way to complete your purchase.

- Be sure to let the vendor(s) know that we are tax exempt. Be sure to include costs for shipping and handling, if applicable.
- If you have any questions regarding the process or specific questions about your application please do not hesitate to contact Dave Johnson at david.johnson@arcwayne.org or (315) 331-7741, x1282.