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NF 2009 AWARD APPLICATION FORM / (SUBMIT ORIGINAL AND 2 COPIES/)

Application **Deadline:** on or before 4:00 p.m. Friday, January 30, 2009- No exceptions.

Applicant Organization Legal Name

Operating Address (within Community Board 12)

City

State

Zip

Telephone – Day

Telephone -- Evening

E-mail (print clearly)

Fax Number

Name of Contact Person

Title

Name of Chairperson/President, Board of Directors **(please attach a list if necessary)**

*>FILL OUT THIS SECTION **ONLY** IF YOUR ORGANIZATION CANNOT CASH CHECKS WITHOUT A FISCAL CONDUIT:*

If you are awarded a check: HOW is it to be filled out? _____

Fiscal Conduit Legal Name: _____

Address: _____

City

State

Zip

(_____) _____

(_____) _____

Telephone

Fax

Contact name

ALL OTHERS APPLICANTS CONTINUE:

FEDERAL EIN NUMBER for Applicant or Fiscal Conduit _____

Has your organization ever applied to the **NEIGHBORHOOD FUND?** **Y N**

If yes, please indicate the **amount** and the most recent fiscal **year:** \$ _____ YR _____

If declined, please indicate reason(s):

Year organization formed _____ **Geographic** service area _____
Approximate **population** within service area _____
Annual operating **budget** _____
Number of **employed staff** _____ Number of **volunteers** _____

CURRENT MAJOR SOURCES OF ORGANIZATION FUNDING

Source Annual Amount Purpose(s)

.

Print or type:

Please describe the **overall purposes** and **general activities** of your organization in the space below. Please attach **two (2)** copies /sets of organizational brochures, flyers, advertising, etc., if available.

*(note: use the next page to describe the **specific** programs for which you seek funding)*

Print or type (circle where needed):

Title of **program proposed for funding**

Is the program **new?** or **existing?** Starting date _____ Ending date _____

Within the space provided below, please give a brief, but complete description of the program for which funds are requested.

1. State the purpose of the program.
2. What is its importance to the community?
3. How is the community involved in the program?
4. State the number of people who will directly benefit from this program.
5. Please attach biographies or resumes of those involved in this program.

Kindly use this space only.

Organization Name _____

Budget for the **SPECIFIC PROGRAM** being considered for funding [COPY this page as needed]
 FILL IN ALL boxes, including SHADED BOXES with Neighborhood Fund request amounts:

I. PROPOSED PROGRAM BUDGET

EXPENSES	Column I: TOTAL BUDGET COST \$	Column II: NF GRANT REQUEST \$
Personnel Payroll (name & title)		
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
A. TOTAL PERSONNEL EXPENSES		
<u>Other Program Expenses</u>		
6. Space Rental	6.	6.
7. Equipment Rental	7.	7.
8. Transportation	8.	8.
9. Program Supplies	9.	9.
10. Advertising & Publicity	10.	10.
11. Other (specify)	11.	11.
B. TOTAL OTHER EXPENSES	D.	
TOTAL add line A + line B for both columns in section I >		

(note: \$ totals in both shaded boxes should be the same number)

II. CURRENT SOURCES OF INCOME FOR PROPOSED PROGRAM

SOURCES		
1. Corporate/Business	1.	
2. Foundation	2.	
3. Govt. (specify)	3.	
4. Other private/individual	4.	
5. Other	5.	
C. CURRENT PROGRAM INCOME		
AMOUNT REQUESTED FROM NEIGHBORHOOD FUND <i>should equal total of Column II above></i>		
TOTAL PROGRAM INCOME (add line C + line D from Section II.)		

Organization Name _____

Note: NEW APPLICANTS NEED NOT SUBMIT THIS PAGE!!

Print or type:

PREVIOUS PROGRAM DESCRIPTION to help us determine the effectiveness of the Neighborhood Fund awards: _____ Year of most recent award: _____

If you have previously received an award from the Neighborhood Fund, please use the space below to give a brief description of the most recently funded program and the way(s) in which the funds were used.

Describe the **impact** of the program on the community, **the community's involvement**, and the qualifications of **staff** participating in this program. Indicate any setbacks as well as successes.

If you have leftovers from the previous program, please attach four (4) copies/sets of any brochures, concert programs, publicity, or other related materials that accompanied this previously awarded program.

Kindly include copies of photos for Neighborhood Fund files & possible publicity use.
Use this space only:

Organization Name _____

Executive Summary Sheet of the Proposed Project/Event