



## NORTHEASTERN POTTER ECONOMIC SUPPORT FUND Grant Guidelines and Application

The Northeastern Potter Economic Development Association partnered with the Community Foundation for the Twin Tiers (CFTT) to provide an economic development grant program that will provide support to non-profit organizations including 501(c)(3) agencies or charitable programs in the north eastern area of Potter County. This includes the areas of townships and borough served by the Northern Potter School District: Ulysses Township, Ulysses Borough, Harrison Township, Genesee Township, Allegany Township, Bingham Township, and Hector Township. You may pick up applications at any of these municipal offices.

Funds Available: \$1,265 is available. This may be divided among 2 or more applicants depending on the decision of the Grant Committee.

Goals of the Program: To provide economic support to the community that enhances the quality of life. This is a competitive grant, so some of the key areas the selection committee is looking to be addressed are the following:

1. Job Creation & Retention
2. Strategic Planning Initiatives
3. Community Promotion / Awareness

Who can apply:

\* A 501(c)(3) organization, a unit of government, the school district, or a project - program that has a charitable purpose.

Funding Documentation Suggested (if applicable):

1. Application (required)
2. Most recent IRS letter showing 501(c)(3) exempt status
3. Most recent 990 form (cover page only) and/or most recent financial statements
4. Current annual operating budget
5. Budget breakdown for this project – program only
6. List of Board of Directors / Governing Body
7. A letter of support from any collaborating organization

**Deadline:** Applications are due by Thursday, September 5, 2019 via email. Please direct questions & mail grant applications to: Community Foundation for the Twin Tiers (CFTT) 104 W. Lockhart St. Sayre, PA 18840 Phone: 570-888-4759 Email: [info@twintierscf.org](mailto:info@twintierscf.org). Contact Suzanne Lee 570.888.4759.



## NORTHEASTERN POTTER ECONOMIC SUPPORT FUND GRANT APPLICATION

Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Tax ID# \_\_\_\_\_

Organization Point of Contact \_\_\_\_\_

Title \_\_\_\_\_

Organization Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Service Area (s) \_\_\_\_\_

Amount of Grant Request:: \_\_\_\_\_

Organization Mission (select one):

Arts & Culture  
Youth

Civic

Education

Health & Human Services

Recreation &

Mission Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program/Project Title: \_\_\_\_\_

Program /Project Description (Feel free to write answers in a narrative on a different sheet of paper, but please ensure all questions are answered):

What is the program/project budget?

What is the community need you're addressing?

How did you determine the need?

List any collaborating agencies that will also be involved in this program/project?

What are the measurable goals of the program/project?

How many individuals do you expect the program/project to reach? \_\_\_\_\_

What is the long-term outcome for the community at-large?



Is the program/project sustainable going forward and if so how?

Any additional information that you feel is important to share?

***Application Submitted By (Name and Title):*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

**Applicant Contact Information:**

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

If you are selected for a grant award a report will be due to CFTT one year from the grant award date highlighting outcomes/successes.

If you have any questions about this application please contact: Suzanne Lee at 570.888.5749 or email: [info@twintierscf.org](mailto:info@twintierscf.org)

Electronic submission of the application is required. If other arrangements are needed please contact: [info@twintierscf.org](mailto:info@twintierscf.org).