



2015 SMALL GRANTS PROGRAM GUIDELINES

The Small Grants Program aims to be responsive to community needs and support organizations that advance the Foundation's funding objectives. This initiative offers opportunities for funding requests that may be too small to be competitive in the Foundation's annual grantmaking cycles.

Overall, the Small Grants Program will allow the Foundation to respond to short-term organizational needs in a simplified and expedited manner. Under this category, eligible non-profits can apply for one-year grants of **\$30,000** or less. The total amount available for this year's Small Grants Program is \$300,000. The Foundation anticipates splitting this amount into two cycles with deadlines in February and October. Within each cycle, the Foundation expects to award 1-2 grants between \$20,000 and \$30,000; 3-4 grants between \$10,000 and \$19,999; and four or more grants of less than \$10,000.

Who is Eligible?

- Organizations with IRS 501(c)(3) classifications that are not private foundations or classified as 509(a)(3) supporting organizations; diocesan or public school districts; charter schools; or private schools that currently operate programs for children, adolescents, or young adults to age 26
- Please note that organizations must also provide services in one of the Foundation's four funding categories:
 - Mental Health
 - Substance Abuse
 - Intellectual Disabilities
 - Learning Disabilities
- Organizations located in one of the following geographic areas:
 - In Massachusetts: Barnstable, Dukes, Essex, or Nantucket Counties
 - In New York: Erie or Niagara Counties
- The Foundation will give preference to organizations with annual operating budgets below \$3 million.

Please note that organizations awarded a grant under this initiative must wait two years before they are eligible to reapply to the Small Grants Program. However, organizations that apply for a small grant are eligible to apply for other Tower Foundation initiatives.

Types of Support

- Capacity Building- For specific activities or projects aimed at strengthening an organization's programmatic or administrative capacity. Some examples of allowable capacity building activities include: organizational assessment, an agency's first audit, strategic and board planning, executive coaching and consulting, and staff participation in professional development.
- Program Development- Support for program development, planning, or enhancement. Please note that funds cannot be used for service delivery.
- Capital/Equipment Projects- For small projects that involve one-time capital or non-consumable equipment expenditures.

How Does My Organization Apply for a Grant?

NEW The first step in applying for a grant is submitting a request via the Foundation's online portal (see instructions below). The Foundation will accept only one grant request per organization for each grant category.

To be considered for an award in 2015, applications must be received by 11:59:59 on February 11 for the Spring and on October 7 for the Fall cycle.

In order to submit a grant request, you will need to create an account in the Foundation's online portal. To ensure that requests are submitted on time, applicants should create an account no later than February 4, 2015 for the Spring and on September 30, 2015 for the Fall cycle.

Submit grant requests via the Foundation's online application portal at:
<http://thetowerfoundation.fluxx.io>

E-mail, fax, or paper submissions will **NOT** be accepted.

Timeline

| 2015 Small Grants Program Time Line | | |
|-------------------------------------|------------------------------------------------------------------------------------------------|--------------------|
| Spring Funding Cycle | | Fall Funding Cycle |
| February 4, 2015 | Applicants should establish online grants portal account at <i>thetowerfoundation.fluxx.io</i> | September 30, 2015 |
| February 11, 2015 | Deadline to submit grant applications | October 7, 2015 |
| April 30, 2015 | Decisions sent | December 11, 2015 |
| May 2015 | Grant funds available | January 2016 |

What Won't the Foundation Fund?

Small Grants are not made:

- to organizations that do not currently operate programs in one of the Foundation's funding categories.
- for projects that fit more appropriately with one of the Foundation's other grantmaking initiatives.
- for activities that directly support delivery of an organization's core services.
- for multiple year projects.
- for research.
- for start-up support.
- for fundraising.
- for endowment support.
- for lobbying purposes.
- for capital campaigns.
- for scholarships.

THE PETER AND ELIZABETH C. TOWER FOUNDATION

2015 Small Grants Program

Grant Requests due by 11:59:59 p.m.

Application Instructions

Submit grant requests online at: <http://thetowerfoundation.fluxx.io>

To ensure that requests are submitted on time, applicants should create an account no later than: February 4, 2015 for the Spring Cycle | September 30, 2015 for the Fall Cycle

E-mailed, faxed, or hard copies will not be accepted.

Your on-line application must include the following information:

- A. A brief description of the organization, its mission, and the services it provides.
- B. Target population and number of children/adolescents/young adults to age 26 served.
- C. Describe your goals for the project.
- D. Specify how grant funds will be used.
- E. Provide a total budget for the project for which funding is sought. In general, the project budget should not be the same as the organization's overall budget.

Attachments

- Quotes for goods, services, or equipment with a total cost exceeding \$500.

All of the requested information must be received in order to be considered for a small grant.

Foundation Contact Information

If you have questions about the Foundation's Small Grant Program, please contact:

Chuck Colston, Program Officer
cec@thetowerfoundation.org
716-689-0370 x206

Notice for Prospective Applicants

By submitting this proposal to the Foundation, you, as the applicant or its duly authorized representative, hereby agree and consent that the Foundation may disclose to any employee, trustee or professional representative of the Foundation, or to other potential funding sources or their representatives for possible collaboration, this proposal and all supporting materials which have been or will be submitted in connection therewith, including but not limited to the applicant's grant request.