

The Stewart W. & Willma C. Hoyt Foundation, Inc.
70 Front St.
Binghamton, New York 13905
(607) 772-0780

GUIDELINES FOR GRANTS

POLICIES

Grants are made upon the direction and approval of the Hoyt Foundation Board of Directors.

The Foundation Board may award a grant on a challenge basis, if it appears that such an award would assist an organization in raising other funds. A grant may also be awarded as matching funds.

The Hoyt Foundation values and promotes diversity within the board and staff of all nonprofit organizations.

AREAS OF INTEREST

The Hoyt Foundation focuses broadly in the following areas:

- Arts
- Humanities
- Education
- Health
- Human Services

Organizations may submit proposals for special projects, capital needs, or technical assistance. The Foundation is particularly interested in assisting programs which meet an urgent community need, that do not unnecessarily duplicate the work of other organizations, that have explored alternative funding sources, and that have some reasonable assurance of ongoing support.

FUNDING RESTRICTIONS

Grants are limited to qualified nonprofit organizations with 501(c)(3) designation from the IRS. Organizations must be located in, or directly serving residents of Broome County, New York. The benefits of a Hoyt grant must accrue primarily to Broome County residents.

The Hoyt Foundation does not make grants to individuals, nor to churches or organizations for religious purposes. It does not make grants to organizations that have so many counterparts that to consider one would open a floodgate (examples: individual scout troops, ambulance squads, volunteer fire departments, schools and PTAs). Other limitations may apply.

PROCEDURES FOR SUBMITTING GRANT PROPOSALS

Inquiries

Letters or calls of inquiry are encouraged to determine eligibility. A meeting with the Executive Director must precede submission of a full proposal to the Hoyt Foundation. Direct inquiries to Catherine Schwoeffermann, Executive Director, at the Foundation office, or call (607) 772-0780.

Schedule

Grants will be considered at the June and November board meetings. Application deadlines are April 1st and September 2nd. Please contact the Foundation office for more information.

Content

Proposals should include the following information about the applicant organization, the project, and the finances for the project:

Proposal Summary Form *

Applicant Organization

- Copy letter from Internal Revenue Service recognizing charitable tax exempt status
- Copy of most recent audited financial statements (including management letter)
- Copy of YTD budget
- Current list of Board of Directors and/or Advisory Board showing affiliations of members
- Copy of most recent Form 990 filed

Project Narrative

- One to three page narrative explaining need to be met by project and plans for implementation and evaluation
- Job descriptions and qualifications for personnel responsible for project
- Completion of the Hoyt Program Logic Model* (if applicable)

Finances for Project

- One page budget for project showing breakdown of expenses, as well as both earned and contributed income
- List of all sources from whom funds have been or will be sought and responses to date

Additional Information as Requested

If applying for project support, an organization should be able to demonstrate the probability of future ongoing funding from other sources to replace whatever funding the Foundation might provide in the current year.

* Available from Foundation office