

## **HOW TO APPLY FOR GRANTS**

**In its first year the foundation reviewed four four applications reviewed funded one. Now, we fund an average of 6-8 organizations a year. As of 2019, we are expanding our request limit, and now grants can request up to 15,000 dollars -- although most funded requests are at a lower dollar amount. Award size will be based on need, guidelines fit, and the amount of funding available in our budget. We will consider co-funding with other organizations. All grants are made for charitable purposes in accordance with IRS regulations.**

**To apply please provide the information requested using the attached form. Email form to [apply@jamesbboskeymemorial.org](mailto:apply@jamesbboskeymemorial.org) or FAX to 718-701-1244**

**Deadlines: requests for funds for the following year must be received before October 1. Grants are reviewed in late November, and awarded in January. At the present time, awards can only be made for one year.**

## **WHAT WE DON'T SUPPORT**

**We do not fund the following:**

- Political or lobbying activities**
- Endowments**
- Building or giving campaigns**
- Fundraising events**
- Individuals**
- Capital or operating support**
- Indirect costs**

## James B Boskey Memorial Foundation Grant Application Form

1. **Title of the Proposal:**
2. **Applicant Name** (person who will carry out the project)\*\*
3. **Full Legal Name of Organization** (include acronym or other names).
4. **Organization Address:**
5. **Organization Tax Status:**
6. **Name of Chief Executive Officer** ( responsible for receiving funds)\*
7. **Organization's phone number, fax number and e-mail address**

**Phone**  
**E-mail**

**Fax**

8. **Phone, fax and e-mail for contact person**

**Phone**  
**E-mail**

**Fax**

9. **Web address if any**
10. **Total amount requested**
11. **Signatures:**

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**CEO/ Fund Administrator\***

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**Applicant\*\***

**Project Description (use additional pages as needed – place project title as header on each page)**

**Title:**

**Summary: Provide a brief (two to three sentences) statement of the purpose and nature of the proposed work.**

**Detailed Description: Provide a 1-5 page description of the program/activity for which funds are requested. Indicate the significance of the issue(s) addressed by the project and how they relate to the Foundations goals. Indicate how the work will address the issue, and why your organization should undertake this project. If support for a meeting is requested provide names of speakers and append their abbreviated CVs or Biographical Sketches. Describe your role in the project.**

**Detailed Budget: Provide a budget indicating how the funds requested will be allocated. Indicate any cost sharing.**

**Signatures: The front page of the proposal must be signed by the official responsible for administering the funds and by the person responsible for submitting the application.**