



Request for Proposal 2022-2023 Grant Cycle

Triangle Fund Mission

The Triangle Fund is a family foundation that supports programs which foster collaborative relationships among families, schools and communities and which provide opportunities and nurturing environments for disadvantaged youth in Steuben, Chemung, and Schuyler counties in New York State.

Triangle Fund Vision

The vision of the Triangle Fund is to maximize its impact in the community and to further its family's commitment to providing ongoing philanthropic leadership.

Projects to be Funded

In 2022, the Triangle Fund seeks proposals from organizations in the tri-county region of Steuben, Chemung and Schuyler counties of New York State. Funded programs must focus on meeting the challenges and expanding the opportunities of disadvantaged youth in their own community, and must highlight and offer evidence of strong linkages between youth's families, schools and communities.

Funds will be available to 501(c) (3) tax exempt organizations and programs, whose mission aligns with that of the Triangle Fund. It is anticipated that grant awards will range from \$1,000-\$15,000 for this grant cycle.

The Triangle Fund supports programs which:

- Promote positive youth development and leadership
- Engage youth in creative activities and/or cultural experiences
- Provide youth with proper nutrition and necessary meals
- Address educational achievement
- Prepare youth for the workforce
- Provide support services to youth
- Promote diversity, inclusion and equity-related programming to youth.

Projects NOT eligible for Funding

The Triangle Fund does not make grants for the following:

- Annual campaigns, special event fundraisers or sponsorships
- Political or partisan purposes
- Activities taking place before grant decisions are made
- Deficit funding or debt retirement
- Individuals
- Religious purposes (Note: The Triangle Fund does support faith-based agencies but will not support programs which include religious themes as part of their youth programming).

Application Deadline

The deadline for applications to the Triangle Fund is **April 29, 2022**. Proposals may be submitted prior to the deadline, but **NO** proposals will be accepted after **5PM on Friday, April 29, 2022**. Award decisions will be announced by June 15, 2022.

Mailing Instructions

Please send electronic proposal to: director@trianglefund.org If you have any questions, please contact Pamela Noviello, Executive Director at the above email address or call 607-346-4453.

How to Apply

I. Cover Page as follows:

Agency Name
IRS Employer Identification Number (EIN)
Name of Program
Amount Requested/ Minimum Amount Requested
Address of Agency
Name of Contact Person for this Program
Phone of Contact Person
E-mail of Contact Person

II. Program Data Summary Sheet

Please check the appropriate boxes. Your answers should be based on the **specific program/project** for which you are requesting funding. To check a box, double click on the box, go to default value, checked or not-checked.

1. What County do you serve? If more than one, please check all that apply.

- Chemung
- Schuyler
- Steuben

2. What is the **ONE** main focus of this specific grant?

- Out of school Supervision
- Meal Program
- Educational – Please specify _____
- Community Service
- Arts and Culture
- Mentoring
- Recreational
- Parent Education
- Supervised Visitations
- Other – Please list _____

3. Please list your operating hours. Include how many hours/day and how many weeks/year. Also include any changes that may occur during summer/weekend/school breaks. _____

4. Number of estimated participants that will be served by this project. _____

Average daily attendance _____

5. Ages/grades that will be served. _____

6. Using percentages include the race/ethnicity of the estimated participants that will be served for this specific project.

American Indian/Alaskan Native	_____
Asian/Pacific Islander	_____
Black or African American	_____
Hispanic or Latino	_____
White	_____
More than one race/multiracial	_____
Other	_____
Unknown	_____

7. Using percentages include the gender identity of the estimated number of participants that will be served for this specific project.

Female	_____
Male	_____
Transgender	_____
Other	_____
Prefer not to answer	_____
Unknown	_____

Narrative:

Your narrative should be six pages or less, double spaced, using font size 11 or larger. Please number each response to match the question. There is no need to include the actual questions in your narrative.

1. Previous Funding with Triangle Fund

- a. If you did not receive funding from the Triangle Fund for the 2021-22 funding cycle, provide a brief history and description of your organization. (one paragraph)
- b. If you did receive funding from the Triangle Fund for the 2021-22 funding cycle, provide the amount of funding that was received and include last year's projected outcomes and actual end of year results.

2. Program/Project Details

- a. Please include the amount of funding that you are requesting and exactly how the funding will be used. Please be brief in this overview.
- b. Describe your proposed program/project in detail and include:

1. What is your mission statement?
 2. List **ONE** focus area where you would like to make an impact. Why is it needed in your community or in your agency? How do you plan on addressing this need?
 3. Please include a clear and concise description of the **program/project** that you are requesting money for. Please include the number of unduplicated participants, specific activities, timeframe, locations, etc.
 4. Who are your community partners and/or service providers involved in this specific project? Please briefly describe this partnership.
- c. List the key staff members involved in this proposed program, including their educational background, experience, and any recent training opportunities that they have attended.
 - d. Please list 1-2 outcomes that address your ONE area of focus.

An outcome should answer the following questions:

- **Who** will participate in the proposed program/activity? Include the **number** of participants.
 - **What** activities will occur?
 - **When** will these activities occur?
 - **What** change will occur? (Most outcomes use words such as increase, reduce, improve, maintain, etc.)
- e. How will you know that this program has been successful? For each outcome, include your methods of measurement and/or data collection that you will use to evaluate your program.

EXAMPLE of an OUTCOME and METHOD of MEASUREMENT

Outcome: Through participation in a six week summer program ending August 2020, 80% of 100 students will either maintain or improve current levels in literacy and social/emotional growth, which will better prepare young children to meet public school classroom expectations.

Method of Measurement: Pre and post tests taken by each participant, along with observations made by parents and staff members collected through a survey.

3. Your Program and the Triangle Fund

Keeping in mind the Triangle Fund's mission, please explain how your program builds and strengthens relationships with and between your local schools, communities and families.

- a. School Connection
- b. Community Connection

- c. Family Engagement
4. Population to be served by this program
- a. How does this program provide needed opportunities and support for low income youth and their families?
 - b. What efforts are being made by your organization to promote diversity, inclusion and equity within the population that you serve?
5. Budget and Finances
- a. Program Budget: Using the budget template provided, include a program/project budget showing **both** Revenue and Expenses. Clearly demonstrate other funding sources, indicating funds approved, funds pending, and funds requested from the Triangle Fund.
 - b. **If needed**, please give a **brief** description of the budget line item that needs further explanation.
 - c. If the full amount of the grant award is not given, how will your program be altered?
 - d. Please tell us about your agency's overall financial status. Include any recent cuts and/or major obstacles that you are facing.
6. Board Governance and Support
- a. Do board members go through an orientation process? Please include details.
 - b. Please list any training/professional development that your current board members have attended in the past two years, or plan on attending in the near future.
 - c. Would you and/or your board benefit from additional support? If so, what is needed?
 - d. What efforts are being made by your Board of Directors to promote diversity, inclusion and equity, within your agency (e.g. among staff, board, or volunteers)?

III. Additional Information

Please include the following (not included in 6 pages):

1. A detailed copy of your organization's most recent ACTUAL Operating Budget and a copy of your PROPOSED Operating Budget
2. An updated list of your current board and what their affiliation is to your agency
3. For NEW applicants only - Verification of tax-exempt status (IRS determination letter)
4. Copy of your policy statement of Nondiscrimination

5. Sample of measurement tool(s) that will be used to evaluate your program (i.e. surveys, pre and post tests, rubrics, attendance sheets)
6. Service Provider Agreement (**provide if applicable**)

If you are partnering with another agency and providing services, please submit a dated and signed **Memorandum of Service Agreement** by both parties. Please be sure to include the following:

- What service you will provide
- Start and completion of your program
- Dates/times/frequency of your service
- What you will need from the host agency (i.e. staff participation, supplies)
- Process for both agencies to evaluate this collaboration

The following **must be provided upon request** if funding is awarded:

- Certificate of Incorporation
- By-Laws
- Latest Financial statement (990) or most recent audit, including letter to management
- Most current Annual Report
- Access to agendas and minutes from the last years board meetings

The Triangle Fund reserves the right to request further information if needed.