

## CCS Grant Application Process

### **For New Inquiries:**

A letter of inquiry must be submitted to Columbia Community Service by email to [ccs@communityservice.columbia.edu](mailto:ccs@communityservice.columbia.edu) no later than **January 1**, one month before the February 1 application deadline. The letter must include a brief (maximum 300-word) description of the proposed project, a proposed budget, a listing of the organization's board, and proof of the organization's 501(c) 3 status. The inquiry should be addressed to the: *The CCS Grant Allocations Committee*.

CCS will respond to your letter of inquiry by email within two weeks after receipt. If your letter of inquiry meets the criteria stated above, and CCS is able to fund your project, an application will be provided by email.

### **Eligibility:**

Your agency must meet the following eligibility guidelines before submitting a letter of inquiry:

- Organization must have *501(c) 3* status and be able to provide a copy of their federal tax determination letter.
- Organization must reside and/or provide services to clients residing in the CCS catchment area (north of West 86<sup>th</sup> Street, south of West 155<sup>th</sup> Street, between 5<sup>th</sup> Avenue and Hudson River).
- Request for funding must pertain to costs related to direct services and not for wages or salaries. However, costs pertaining to professional consulting services would be considered if they prove to be critical to the success of the program/project.
- Organizations must have annual operation budgets of one million dollars or less. Organizations with larger operating budgets may only be funded for specific smaller projects.
- New requests must be for proposed projects/programs that can be fully supported with **\$3,000** or less or the agency must prove that additional funding is already in place.

### **Returning Agencies:**

Applications that were not awarded a CCS grant the previous year must submit a letter along with supporting documents proving that they have met the requirements outlined in their response letter. The letter must also demonstrate that the grant amount requested in combination with any other sources of funding will provide sufficient support for the potential project. CCS will not fund projects that are not financially viable.

CCS will respond to your letter of inquiry by email within a week after receipt. If your letter of inquiry meets the criteria stated above, and CCS is able to fund your project, an application will be provided by email.

**Application Submission:**

All the components of the application must be completed and submitted via email by **February 1**. No late applications will be accepted.

- CCS will review and respond to applications by **March 31<sup>st</sup>**. CCS will not fund applications that are:
  - Submitted after the deadline.
  - Deemed incomplete due to missing information.
- Information provided on the grant application should be legible and complete. Required supporting documents must be submitted with the application.
- CCS will conduct site visits to organizations in order to ensure that the projects have the support they need.
- After site visits are completed, the CCS Allocations Committee will make final decisions regarding the grant award based upon:
  - The total funds available for grants.
  - The recommendations of the site visitor.

**Grant Awards:**

Grant funding amounts will be determined in mid to late May, and confirmations of those amounts will be distributed at the Columbia Community Service End of Year event. The organization will receive an invitation to the event if a grant has been awarded. Organizations must keep all receipts and invoices in order to document the expenditure of the grant over the course of the year.

For questions, please contact Joan Griffith Lee at **212-854-4288** or [jeg7@columbia.edu](mailto:jeg7@columbia.edu).