CCS Grant Application Process

For New Inquiries:
A letter of inquiry addressed to **Columbia Community Service** must be submitted by email to ccs@communityservice.columbia.edu no later than **January 1**.

The letter must include a brief (maximum of 300 words) description of the proposed project, accompanied with a 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 CCS Grant Allocations Committee*.

CCS will respond to your inquiry by email **within two weeks** after receipt. If your letter of inquiry meets the criteria listed below 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 its own 501(c) 3 status and be able to provide a copy of its federal tax determination letter.
> ➢ Organization must **reside** and **operate** in the CCS catchment area, which is north of West 86th Street, south of West 155th Street, between 5th Avenue and the Hudson River.
> ➢ Request for funding must pertain to costs related to **direct services** and not for wages or salaries. Costs pertaining to professional consulting services may be considered if they prove to be critical to the success of the program/project.
> ➢ Organizations must have annual operating budgets of one million dollars or less. However, organizations with larger operating budgets may apply for funding for small projects focused specifically within the CCS catchment area.
> ➢ New requests must be for proposed projects that can be fully supported with **$3,000** or *less* or the agency must prove that additional funding is already in place before the grant is confirmed.

Returning Agencies:
Applications from agencies that were not awarded a CCS grant the previous year will be regarded as new requests.

CCS will respond to your letter of inquiry by email within two weeks after receipt. If your letter of inquiry meets the criteria listed above, an application will be provided by email.

Application Submission:
Complete applications are due **January 19, 2019**. No late applications will be accepted.

➢ CCS will contact applicants regarding site visits by **March 31st**. CCS will not consider 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.