



**The Albany County Convention and Visitors Bureau Fund
of the Community Foundation for the Greater Capital Region**

SUBMISSION INSTRUCTIONS:

Please email the following information to Shelly Connolly at sconnolly@cfgcr.org:

1. A copy of this application form.
2. A copy of a budget for current (fiscal or calendar) year of organization.*
3. A copy of a project budget for program.*
4. A list of the Board of Directors. Please include the amount of monetary donations and time the board contributes to operation of the organization. **For example:** "X" percentage of the board contributes "X" amount of dollars **AND** "X" percentage of the board contributes "X" amount of hours.
5. Organization's audit for the last complete fiscal year or IRS Form 990.
6. (Optional) Letters of support may be included.

***Include all revenues and expenses and all sources of financial support (pending and received) and any qualifications, along with termination dates on any financial support.**

ORGANIZATION INFORMATION:

1. Please enter the following requested general information:

Organization's legal name: _____
Also known as: _____
Address: _____
EIN #: _____
Telephone: _____ Fax: _____
Website: _____

2. Briefly describe purpose of organization (you may attach a lengthier summary to supplement this section, maximum 1 page):

3. Number of personnel who are:

_____ Full-time _____ Volunteers (full-time or part-time) _____ Part-time _____ Interns

4. Please enter the following requested financial information:

	<i>F/Y Income</i>	<i>F/Y Expense</i>	<i># Individuals Served</i>
Current Budget Year	_____	_____	_____
Past Year	_____	_____	_____

PROJECT INFORMATION:

5. Please enter the following requested general project information:

Program/Project Title: _____

Amount requested: _____ to be spent between _____ and _____

Number of individuals to be served: _____

Are matching funds available / will this grant leverage other dollars? Yes No

If yes, from: _____

Please describe basis: _____

Do you plan on partnering with other organizations/businesses to make this project a greater success?

Yes No If yes, please name: _____

Have you applied for a NYS Regional Economic Development Grant? Yes No

If yes, from which grant source? _____

6. On a separate page, please describe (maximum 1 page):

- a) How specifically grant funds will be used.
- b) The benefits of the project.
- c) Does this project generate overnight stays? Approximately how many overnight hotel stays will this project yield?
- d) The measurable outcomes of the project.

7. On a separate page, please describe continuing funding arrangements for the program/project for which this grant is sought, if applicable (maximum 1 page):

Signature of principal officer Title Date

Please print name above

Project contact person: (please print)

Name: _____

Email: _____

Telephone: _____ Title: _____