

Buffalo Sabres Foundation Grant Application

Application Content

A. Executive Summary. In a one to two page document, set forth in bulleted (rather than narrative) form the information listed below. This should be a brief synopsis of your organization's request and be in a form that could if need be serve as a stand alone piece.

1. Organization Name
2. a. Project/Program name
b. One sentence summary of project/program.
3. Summarize for your grant request:
 - a. Why (community need)
 - b. Who and how many (target population, including age, etc.)
 - c. What (services provided)
 - d. When (timeframe)
 - e. Where (location of work/services)
4. What do you hope to accomplish (outcomes)?
5. How is this request consistent with the mission of the Buffalo Sabres Foundation?
6. Total cost of your effort and the amount requested from the Buffalo Sabres Foundation?
7. Signature of an authorized representative (preferably the CEO).

B. Completed Grant Information Form (form attached).

1. Part I: Organization Information.
2. Part II: Grant Information.
3. Part III: Certification of Authorized Representative (preferably the CEO).

C. Required Additional Material and Information.

1. Copy of your organization's IRS determination letter.
2. Names, addresses and affiliations of your organization's board of directors.
3. Overall budget of your organization for the year(s) requested.
4. Budget of specific project or program for which funds are being requested.
5. Most recent audited financial statements and accompanying management letter.
If your financial statements have never been audited, indicate why (e.g., you are too small or your organization is too new).
6. Annual report, if available, or a brief description of your organization's work.
7. Any other available article, published literature, brochure, photograph, statistic or other supplementary information that is relevant to your organization's grant request (no videos please).

Note: *Applications must be legible. Handwritten neatly in black ink or, preferably, word processed or typed.*

All applications must be filled out completely, signed and submitted, together with all required supplementary information attached, via mail to the following address:

*Buffalo Sabres Foundation
One Seymour H. Knox III Plaza
Buffalo, New York 14203
Attention: Grant Requests*

Applications must be complete when submitted. Applications must be submitted at least one (1) full month before consideration, and may take up to three months for processing. Facsimile or e-mail grant applications will not be accepted. Receipt of your application will be acknowledged by letter, and you will be advised after your application has been considered. Please do not make telephone or e-mail inquiries concerning the status of your application.

Application requests of \$10,000 or less will be reviewed four times throughout the year. The due dates for the applications are:

- January 15th*
- April 15th*
- July 15th*
- October 15th*

Application requests exceeding \$10,000 will be reviewed at least once annually during December – February and such other times that may be necessitated by circumstances. The due date for applications is:

- October 15th*

- **Buffalo Sabres Foundation**
Information Form

Part I: Organization Information

Name of Organization _____

Organization Contact _____ Title _____

E mail Address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone _____ Facsimile _____

Organization Web Site (if any) _____

Federal ID number (must be 501(c)(3) organization) _____

Date Established _____

Organization Mission Statement:

History of Organization

Geographic Area Covered _____

Indicate any plans the organization has to expand, enhance or change its program or organization _____

Total operating budget for current year: \$_____ Date of fiscal year end: _____

The organization's primary sources of funding (list the three largest sources by name and amount given annually):

1. _____
2. _____
3. _____

Percentage of total operating budget spent on:

Fundraising _____ %
General Administration _____ %

Are you a United Way Agency? Yes No

If yes, what percentage of your total funding comes from the United Way? _____ %

Part II: Grant Information

Provide a brief statement of the purpose(s) for which the grant will be used. (Please include mention of how the money will be used in a manner consistent with the Sabres Foundation's mission.) _____

Will the funds be used for a single project or an ongoing program? If the former, is this a new project?

Will the project/program be made available regardless of the outcome of this grant request? Yes No

Does this project/program duplicate any others in your geographic area? Yes No

If yes, what distinguishes yours from others?

Approximate number of persons affected by this grant? _____

Approximate number of youth (if applicable) affected by this grant? _____

Will this project involve:

Full time staff	Yes	No	If yes, how many? _____
Part time staff	Yes	No	If yes, how many? _____
Volunteers	Yes	No	If yes, how many? _____

Total Funds Requested per this application: _____

Amount requested (per this application) for this year: _____

Amounts requested (per this application for future years: _____

Total expected cost of the project/program: _____

Have you received other funds for the project/program this year? Yes No

If yes, please identify sources and amounts: _____

Do you currently have other grant requests for this project/program pending? Yes No

If yes, please identify potential donor and amounts requested:

Part III: Certification of Authorized Representative (preferably CEO)

The undersigned hereby certifies that the information provided in this grant application, including the Executive Summary, the Grant Information Form and all other additional and supplementary material and information submitted with this grant application, is true, correct and complete as of the date of submission. This undersigned further understands that falsification and/or omission any facts in this application may be cause of disqualification.

Signature of Authorized Representative

Date

Name (Print)

Title

Remember: To avoid unnecessary delays and to ensure consideration of your request, please be sure that the following items are attached to your application (partial or incomplete applications will not be accepted):

- *Executive Summary*
- *Completed Grant Information Form: Parts I, II and III*
- *Copy of your IRS determination letter.*
- *Names, addresses and affiliations of your board of directors.*
- *Overall budget of your organization for the year(s) requested.*
- *Budget of specific project or program for which funds are being requested.*
- *Most recent audited financial statements and accompanying management letter. If your financial statements have never been audited, indicate why – e.g., you are too small or your organization is too new.*
- *Annual report, if available, or a brief description of your organization’s work.*
- *Any other available articles, published literature, brochures, photographs. Statistics or other supplementary information that is relevant to your organization’s grant request (no videos please).*