



John C. Dunphy Private Foundation, Inc. Pre-Qualification Grant Application

Regular Mail:

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John C. Dunphy Private Foundation, Inc.

Established 2014

The Spirit of John Dunphy lives on to improve the quality of life for others.

Purpose - The purpose of the John C. Dunphy Foundation, Inc. is to promote charitable, educational, religious, scientific, literary, or cultural work in the United States.

Vision - Our vision is improving the quality of life for the people and service organizations within our local communities and wherever the spirit may lead.

Mission - Our mission is to help aid and assist causes of concern within our community by means of donations, grants, and matching gift programs.

Guiding Principles

Personal and Professional Integrity - All staff and Directors of the Foundation will act with honesty, integrity, and openness in working toward the Foundation's mission. The John C. Dunphy Private Foundation, Inc. promotes a working environment that values respect, fairness, and integrity.

Governance - The John C. Dunphy Private Foundation, Inc. has an active governing body that is responsible for setting the mission and strategic direction of the Foundation and oversight of the finances, operations, and policies of the Foundation.

Openness and Disclosure - The Foundation provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the Foundation will fully and honestly reflect the policies and practices of the Foundation. Basic informational data about the Foundation, such as the annual Form 990PF federal tax return and audited financial statements, will be available to the public. All financial, organizational and program reports will be complete and accurate in all material respects.

Self-Dealing and Conflicts of Interest Policy - The Board of Directors will review and vote (by the majority of all directors entitled to vote) on all financial transactions to ensure the Foundation does not enter into any direct financial transaction with any person closely related to the Foundation. The Board of Directors will review and vote (by the majority of all directors entitled to vote) on all grant decisions, and to the extent any board member of the Foundation has a conflict, s(he) will disclose the details of the situation and will not participate in the vote to award the grant.

Message from the CEO

Our commitment to society shall be a promise to maintain the highest degree of integrity, ethical behavior, and morality as an operating standard. As responsible citizens we will make a difference by helping to build and support sustainable community events, charitable endeavors, and goodwill causes. Our culture will be defined by our higher purpose, values, and behavior; reflected by the actions of each director, officer, manager, representative and affiliate of our organization. Through leadership and teamwork, we will encourage the collaboration of collective minds specializing in value-oriented community services. Our communications will be relevant, pertinent, and easy to understand. Our values shall serve as a compass for our actions and govern how we behave in the world. Our integrity will be real. What we do, we will do well!

Pre-Qualifying Questionnaire:

QUESTION	YES	NO
Is the applicant a 501(C)(3) Tax-Exempt Organization?	<input type="radio"/>	<input type="radio"/>
Is the applicant registered with the NYS Charities Bureau?	<input type="radio"/>	<input type="radio"/>
Does the applicant promote charitable, educational, religious, scientific, literary, or cultural work in the United States?	<input type="radio"/>	<input type="radio"/>
Does the applicant have a Tax-Exempt approval letter from the Internal Revenue Service (IRS)?	<input type="radio"/>	<input type="radio"/>
Is the applicant requesting for property purchase, lobbying, fund-raising, overhead costs or other indirect costs, expenses incurred prior to today's date, insurance costs, debt or interest payments, or sub-granting?	<input type="radio"/>	<input type="radio"/>

Grant Application:

Date of Pre-Qualification Grant Application	
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Organization Details:

Legal Name of Applicant	
DBA (if applicable)	
Tax ID # (TIN) / Employer ID # (EIN)	
NYS Charities Bureau Registration ID #	

Legal Mailing Address	
City, State, Zip	
Website	

Primary Contact Information:

First and Last Name	
Title	
Phone Number	
E-mail	

Project/Program:

Project/Program Title	
Grant Amount Requested	
Project/Program Classification*	
Project/Program Location	

***Project/Program Classification(s):**

Charitable – Organizations that feed the hungry, assist in crime victims and offenders, provide job training, house the homeless, help people prepare food for and recover from disasters, maintain playgrounds and athletic fields, act as advocates for children, and offer programs to help youth mature into adults who contribute to society.

Educational – Organizations that promote learning and intellectual development from cradle to grave, from preschools through post-graduate schools and adult learning programs. Includes schools for students with special needs, organizations offering vocational and technical training, libraries, literacy programs, scholarships, student organizations, and parent-teacher groups.

Religious – Organizations which encompass houses of worship for the world’s major religions, including Christianity – both Protestantism and Catholicism – Judaism, Islam, Buddhism, and Hinduism. Religious print and broadcast nonprofit as well as organizations dedicated to interfaith issues.

Scientific – Comprised of science, technology, and social science institutes. Organization may focus on astronomy, chemistry, or other physical science; engineering; computer science; marine biology, physiology, or other social science; or interdisciplinary fields, such as black studies, ethnic studies, gerontology, labor studies, and urban studies.

Literary or Cultural – Arts, culture, and humanities organizations bring the performing arts to the public; preserve and commemorate the events, places, and culture that created and continue to shape the nation; and promote the distribution of ideas. Includes renowned art museums to small historical societies, major theatrical venues to charities that bring the arts into schools to promote scholastic achievement, and major broadcasting services to local access radio and TV.

Itemized use of funds: (i.e. \$0.00 for hard cost; \$0.00 for soft cost)

Details of Project / Program

Submission Guidelines for Grant Applications & Supporting Documents

Submission Guidelines

- E-mail Submission:
 - *SAVE Required Forms in the Following Format:*
 - Applicant_Year_Document Name
 - *SEND Required Forms to:*
 - grasso_karlyn@nlgroupmail.com

Required Supporting Documents:

1. IRS letter indicating Applicant's Tax-Exempt Status
2. IRS Approval of TIN/EIN
3. Most Recent Filed Form 990
4. Most Recent Filed CHAR-500

Guidelines for Submission of Application

1. Applications are deemed valid if completed in its entirety with dual signatures and include all fields are completed and supporting documentation are included.
2. The Board will not be responsible for maintaining an incomplete submission.

Acknowledgement and Signatures

Two authorized signatures **are required** for the Grant Application to be valid. If additional remarks are needed, use the space provided below.

Legal Name of Applicant (Organization): _____

Primary Board Member Signature X: _____ Date: _____

First and Last Name, Title: _____

Secondary Board Member Signature X: _____ Date: _____

First and Last Name, Title: _____

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