



# John C. Dunphy Private Foundation, Inc. Grant Application

**Regular Mail:**

Karlyn Grasso, Secretary and Communications Officer  
John C. Dunphy Private Foundation, Inc.  
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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!

**Grant Application Minimum Criteria:**

- Applicant must be a 501(c)(3) tax-exempt organization.
- Applicant must be registered with New York State Charities Bureau.
  - <https://www.charitiesnys.com/>
  - Exempt Organizations are to provide their “Exemption Certificate” and/or Supporting Documentation. (i.e., religious organizations)
- Applicant must provide a Tax-Exempt approval letter from the Internal Revenue Service (IRS).
- Applicant must promote charitable, educational, religious, scientific, literary, or cultural work in the United States.
- Request for the following would not be rewarded:
 

▪ Property purchase	▪ Expenses incurred prior to award date
▪ Lobbying	▪ Insurance costs
▪ Fund-raising	▪ Debt or interest
▪ Indirect costs (overhead)	▪ Sub-granting

**Grant Application:**

Date of Application	
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**Organization Details:**

Legal Name of Applicant		
DBA (if applicable)		
IRS 501(c)(3) Registration <i>(indicate with check mark or X)</i>	Yes	No
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 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*

**Financial:**

Total Organizational Budget	\$
Total Project/Program Budget	\$
Applicant's Share of Projects'/Programs' Total Expense	\$
Project/Program Start Date	
Project/Program Finish Date	
Grant Amount Requested	\$

**Organization's Background:**

<b>Purpose</b> <i>(250 maximum word count)</i>
<b>Vision</b> <i>(250 maximum word count)</i>
<b>Mission</b> <i>(250 maximum word count)</i>
<b>Primary Goal</b> <i>(250 maximum word count)</i>
<b>Objectives</b> <i>(250 maximum word count)</i>

Target Audience <i>(250 maximum word count)</i>
Current Projects'/Programs' <i>(250 maximum word count)</i>
Accomplishments <i>(250 maximum word count)</i>
Describe Sustainability Strategy <i>(250 maximum word count)</i>
Collaborative Relationships <i>(250 maximum word count)</i>

How is the Organization Unique? <i>(250 maximum word count)</i>
How will this Project/Program Improve the Quality of Life for Others? <i>(250 maximum word count)</i>
Describe the Organization's or Board of Directors' Expertise <i>(250 maximum word count)</i>
Describe the Marketing and Outreach Strategy <i>(250 maximum word count)</i>
How will the Organization Evaluate the Qualitative and Quantitative Success of the Project? <i>(250 maximum word count)</i>



## 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](mailto:grasso_karlyn@nlgroupmail.com)
  
- *Hard Copy Submission:*
  - *FORMAT:*
    - All Supporting Documents are required to have a separate cover page listing the “Title” of each document.
    - Do not staple your documents.
  - *Mailing Address:*
    - Karlyn Grasso, Secretary and Communications Officer  
John C. Dunphy Private Foundation, Inc.  
PO BOX 535  
Oakdale, NY 11769

### ***Required Supporting Documents:***

1. Recent Financial Statement(s) *Indicate Audited or Unaudited*
2. Project/Program Expense Budget
3. Operating Expense Budget for most recent fiscal year
4. Statement of Activities
5. Statement of Financial Position
6. Other Organizations the Applicant is soliciting support from
7. List of Board of Directors, Trustees, Officers, and their Affiliations
8. IRS letter indicating Applicant’s Tax-Exempt Status
9. IRS Approval of TIN/EIN
10. Most Recent Annual Report
11. Most Recent Filed Form 990
12. Most Recent Filed CHAR-500
13. Supporting Material (*media articles, promotional materials, third party letters*)

***Guidelines for Submission of Application***

**JULY 2024 SEMI-ANNUAL BOARD MEETING**

<b>Open Submission</b>	<b>February 1, 2024 – May 31, 2024</b>
<b>Not Accepting Grants</b>	<b>June 1, 2024 – July 31, 2024</b>

**JANUARY 2025 SEMI-ANNUAL BOARD MEETING**

<b>Open Submission</b>	<b>August 1, 2024 – November 30, 2024</b>
<b>Not Accepting Grants</b>	<b>December 1, 2024 – January 31, 2025</b>

1. Applications are deemed valid if completed in its entirety with dual signatures and include all supporting documentation (accounting documents, financial statements, IRS related documents, etc.).
2. The Board will not be responsible for maintaining an incomplete submission.

***Disclaimer***

1. The Foundation can fund a limited number of applications received. If an application meets funding criteria but does not get awarded a grant, the applicant should not interpret this as an indication of the Foundation’s lack of appreciation for the merit and worthiness of the request for the support, or the organization’s mission.

### 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) \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_

Primary Board Member Signature

First and Last Name \_\_\_\_\_

Title \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_

Secondary Board Member

First and Last Name \_\_\_\_\_

Title \_\_\_\_\_

Additional Remarks
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