

## 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.

## **ORGANIZATION INFORMATION:**

1.	Please enter the following requested general information:						
	Organization's legal name:						
	Also known as:						
		Website:					
2.	Briefly describe purpose of 1 page):	organization (you may att	tach a lengthier summar	y to supplement this section, maximum			
3.	Number of personnel who are:						
	Full-timeVolunteers (full-time or part-time)Part-timeInterns						
4.	Please enter the following requested financial information:  F/Y Income F/Y Expense # Individuals Served						
	Current Budget Year						
	Past Year						
	Second Past Year						

<sup>\*</sup>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.

PROJECT INFORMATION:								
э.	Please enter the following requested general project information:  Program/Project Title:							
		to be spent between						
	Number of individuals to be served:							
	Are matching funds available / will this grant leverage			 No				
				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 Develo	pment Grant?	Yes	No				
7.	<ul> <li>a) How specifically grant funds will be used.</li> <li>b) The benefits of the project.</li> <li>c) Does this project generate overnight stays? Approximately how many overnight hotel stays will this project yield?</li> <li>d) The measurable outcomes of the project.</li> </ul>							
 Sig	nature of principal officer	Title						
Ple	rase print name above							
Pro	oject contact person: (please print)							
Na	me:							
	nail:							
Telephone:								