



Grant Application Guidelines

How to Submit an Application

1. Complete the one-page grant application form.
2. Write a narrative that is no more than two typed pages in a font not smaller than 12 pts. The narrative should include the following:
 - a. Brief description of your organization
 - b. Statement of need for program or project
 - c. Project goals and activities
 - d. Timeline for program/project
 - e. How you will measure your success
3. A copy of your organization's 501(c)(3) certification letter or
 - a. If you have a fiscal sponsor, include a copy of your sponsor's most recent IRS 501(c)(3).
 - b. A letter from your sponsor indicating a willingness to serve in that capacity.
4. If you are an educational institution, include a letter from the administrative head of your agency or school indicating a willingness to accept funds for your program/project.
5. List of Board of Directors
6. A one-page budget proposal for the project, listing all expenses and revenue for the program/project including other sources of support and amounts requested and not yet granted (major requests only)
7. Send the original proposal and five (5) copies to:

Elizabeth Marks
The Marks Family Foundation
108 Lexington Ave
Buffalo, NY 14222

Application Deadline

For consideration, applications must be postmarked by April 1. Funding announcements are made in June.

Review Criteria

The Marks Family Foundation Board will review proposals based on the following criteria:

1. How effectively the project addresses the mission of the MFF
2. Documentation of the need for the project
3. Clarity of the project's goals and activities
4. The degree to which the project provides support to under-served populations.
5. How the grant funds will accomplish the goals of the project
6. Inclusion of required information in requested format
7. Geographic distribution of projects being considered.

Award Letter

1. If a grant is awarded, your organization will receive a Grant Award Letter, a Terms of Agreement document, and a check.
2. If a grant is not awarded, your organization will receive a letter declining your request.

Grant Progress Report

1. Grantees receiving multi-year awards must submit an annual Grant Progress Report.

Grant Final Report

1. All grantees must submit a Grant Final Report within sixty (60) days of project completion.
2. Organizations applying for subsequent grants from MFF must have submitted final grant reports for prior grants.
3. If your organization has previously received funds from MFF and was not asked to submit a Grant Final Report, please include with your new request, a one-page or less summary of prior grant outcomes.

Help Applying for a Grant

If you need assistance completing your grant application, or if you have a question, please email Elizabeth Marks at MarksFamilyFoundation@gmail.com