



FOR OUR EMPLOYEES · FOR OUR COMMUNITY · FOR THE FUTURE

The Lois & Richard Nicotra Foundation provides support for non-for-profit organizations primarily located in the Borough of Staten Island and aids in the support of higher education for the children and grandchildren of The Nicotra Group, LLC employees.

## COMMUNITY GRANT APPLICATION INSTRUCTIONS

### STEP 1: Application Submission

Applications will be considered within the period in which they are received. **NOTE:** Average awards range from \$500-\$1,500, per grant. However, award amounts may vary.

If you have received a grant previously, please attach a letter, image, or other document specifying how the grant awarded was used to achieve the goal indicated in your previous application. Recipients are eligible to receive grants once per year.

### STEP 2: Notification of Receipt

Applicants will receive an email notification within approximately 1-2 weeks confirming receipt of the application. If you have not received notification of receipt, please contact the Foundation.

### STEP 3: Review Process

The Foundation's review process is a dialogue that does not end with the submission of the application. The process may include a site visit or requests for additional information. Only complete applications are eligible for final review. The Foundation Board makes grant decisions at Board meetings. Grant decisions are shared via email, approximately 3-4 weeks prior to the award ceremony.

### STEP 4: Grant Awards and Agreements Organizations

Grant checks are presented to the recipients at The Lois & Richard Foundation Award Ceremony held biannually at the COMMONS café and grantees must be present to receive their grant.

### STEP 5: Declined Proposals

Organizations not selected for a grant can contact the Foundation to discuss the decision and application areas that may need to be strengthened. This can assist the applicant in developing a stronger future application.

### STEP 6: Administration and Reports

Organizations unable to proceed with the activities outlined in the grant agreement must promptly inform the Foundation's Executive Director. The Foundation may require grant recipients to submit a report upon completion of the grant period. In some cases, an interim report may be required.

### APPLICATIONS & INQUIRIES SHOULD BE DIRECTED TO:

The Lois & Richard Nicotra Foundation	1110 South Avenue	Phone: (347) 273-1314
Kristine Garlisi	Executive Suites at the Gardens	Fax: (347) 273-1450
Executive Director	Staten Island, New York 10314	Email: <a href="mailto:TheNicotraFoundation@gmail.com">TheNicotraFoundation@gmail.com</a>



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N** THE LOIS & RICHARD  
NICOTRA FOUNDATION

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## COMMUNITY GRANT APPLICATION

Entries must be typed or printed clearly in blue or black ink.

Applicants are encouraged to attach a letter or supporting documentation to highlight need.

**NOTE:** If you have received a previous grant, please attach a letter or other document specifying how the grant was used to achieve the goal specified in your previous application.

Date of application: \_\_\_\_\_

Name of organization to which grant would be paid (please list exact legal name):  
\_\_\_\_\_

Type of Organization (select one):

- Education     Environment     Art     Youth – Sports & Empowerment  
 Culture     Faith Based     Community     Other

Purpose of grant in one sentence: \_\_\_\_\_  
\_\_\_\_\_

Address of organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_  
(if not Executive Director)

Grant amount requested: \_\_\_\_\_

Have you previously been awarded a grant from The Lois & Richard Nicotra Foundation? **YES** **NO**

If **YES**, how many community members did the grant affect? \_\_\_\_\_

If **YES**, please provide a 2-3 sentence testimonial speaking about the grant in action.

(The Lois & Richard Nicotra Foundation takes a Results Approach to awarding grants and our goal is to break down the impact awarded grants have had on the community - Photos are encouraged with your testimonial).

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Is your organization a designated nonprofit? **YES**

*(Please note that only certified nonprofit groups are eligible to apply)*

Please provide tax exempt ID # (EIN): \_\_\_\_\_

Total project budget (if requesting project support): \_\_\_\_\_

Dates covered by this project budget (mo/day/year): \_\_\_\_\_

Total organizational budget (for current year): \_\_\_\_\_

Dates covered by organization budget (mo/day/year): \_\_\_\_\_

Project name (if applicable): \_\_\_\_\_

How does the grant requested further the mission of The Lois & Richard Nicotra Foundation?

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I hereby give permission for The Lois & Richard Nicotra Foundation to use my image and/or any portion of my application it may select for promotional purposes. I understand that The Foundation requires all applicants for grants to give such permission.

Applicant Signature: \_\_\_\_\_

**FOR INTERNAL USE**

- o Application filled out in full and signed.
- o If not listed on Guidstar.org, tax forms from previous year included.
- o If reapplication, proof of previous grant use (in form of pictures, press coverage, written statement, etc.)