



FOUNDATION

Instructions for Requesting Support – Non-profits

ELIGIBILITY

CAP COM Cares Foundation:

We welcome organizations recognized by the IRS as a tax-exempt 501(c)(3) non-profit to complete our application for support to receive funding from our CAP COM Cares Foundation.

The CAP COM Cares Foundation is primarily focused on programmatic support that provides long-term impact on our community. We also encourage organizations to engage our Foundation in volunteer opportunities.

Support Focus Areas:

While we will consider all qualifying requests, our organization remains primarily focused on funding entities that support:

- Community Health and Wellness Programs
- Financial Literacy and Education Initiatives
- Causes that support Children and Underprivileged Families

The CAP COM Cares Foundation shall not provide funding to:

- Influence lobbying or legislation
- Election campaigns or voter registration
- Individuals (other than scholarships/endowments or grants to individuals in order to relieve poverty – in the stricter sense of the word – or to provide emergency relief in the case of natural disasters)

APPLICATION PROCESS & FUNDING

All Applications:

- Must be completed online and all documents uploaded for electronic submission, unless that is not possible for the applicant. Please contact us to make special arrangements as needed.
- Must be received at least 90 days prior to the program or event start date for consideration.
- Aim to be reviewed and replied to within a 30-day period. A reply is always provided whether approved or declined. Please note incomplete applications will not be reviewed.

CAP COM Cares Foundation Applications: The majority of our funding is determined by the CAP COM Cares Foundation's Board of Directors in the fall for the upcoming year. Therefore, it is recommended that all applications are completed in their entirety and submitted by September 1 in the year prior for the best chance of funding approval.

Although it is suggested to apply in September the year prior for support, the Foundation does still accept applications on a rolling basis.

Required Documents:

- Tax ID Number
- Program Overview & Funding Levels
- W-9 Form
- List of Board of Directors
- List of Program's Other Corporate Supporters

REPORTING

If your request is approved, our system will automatically email an impact report. Completion of this report will provide CAP COM Cares Foundation an opportunity to evaluate the investment made in the program or event. Reports will be sent either on an annual basis if it's an ongoing program or immediately following the program completion date. Reports must be completed within a 30-day period of receipt and include a brief set of questions relative to the program or event and CAP COM's investment. Reporting is imperative to secure continued support.

RENEWALS

If you are submitting a request to renew funding, you must include all the information above on an annual basis. In addition, you must have completed the required reporting throughout the year on past program or event progress.

CONTACT INFORMATION

For questions related to the CAP COM Cares Foundation, please contact Caitlin Duma at 518-458-2195 ext. 3619 or cduma@capcomfcu.org.