Common Roots Foundation
GRANT-APPLICATION GUIDELINES

The Common Roots Foundation was founded in 2020 to elevate and assist its local community in times of need and improve the quality of life in Northeastern New York. The Foundation will evaluate local needs and opportunities, and consider funding projects or efforts in the areas of community wellness, environmental stewardship, and assisting those in times of need. Only requests that fall under these three categories will be considered. Please note that funding is not provided for operational salaries. Organizations can use the following form to apply for grant funding for community wellness or environmental-sustainability projects. For disaster relief, please complete the non-grant monetary donation request form on our website: https://commonrootsbrewing.com/foundation/donation-application/.

The Foundation will review and award grants twice per year. Grant applications must be submitted to foundation@commonrootsbrewing.com or mailed to "Common Roots Foundation, 58 Saratoga Ave., South Glens Falls, NY 12803" by April 1 or November 1. **Grants will be disbursed on or around June 1 and December 30.**

Applications will initially be reviewed by the Foundation's Mission Committee in April and November. The committee will select and recommend applications to be voted on at the Foundation's Board of Directors meeting on or around May 5 and November 8. Applicants will receive a written notice of the Foundation's decision regarding their application no later than 10 business days after it is voted on. If your organization's application is denied at any point in this process, we encourage you to reapply for later in the year or at another time in the future.

Please be sure your application includes a completed grant-application form and letter, video, or anything else that explains your organization, the purpose of your grant request, and financials. While we encourage attachments, such as news articles, photos, support letters, references, brochures, etc., please keep the initial application concise. We will ask for other items/supporting documents if interested.

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"AFTER THE GRANT"
FOLLOW-UP PROCESS

Should your organization be awarded a grant, we ask that you report back to us within three months of the grant's end date. This report can also be presented in written, video, or other media form:

1. **Financial overview**: Explain the grant's status, including income, expenditures by line-item, and funds remaining.
2. **Program implementation**: Update us on what was originally planned and what has been accomplished to date.

3. **Program Outcomes**: Explain how your program is being evaluated and the degree to which it is producing the results that were expected.
4. **Change of Plans**: In the event that your organization needs to change course with the use of the grant, explain what you'd like to change and why. If this is a significant change or will result in budget changes, please reach out to us for a phone call or meeting.
5. **Challenges, Successes, and Lessons**: Whether your organization has met specific challenges in implementing the program, or has had great success in some area, we'd like to hear about it. Please elaborate on any lessons learned that will help guide your organization's work in the future.
6. **Attachments**: Feel free to attach photos, news clips, letters from people who benefitted from your program, or other relevant information that would help show how the grant impacted your program.

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If you have any questions about the grant-application process or any of the material requested, please reach out to the Foundation's executive director, Sean Rafferty, who would be happy to provide assistance. He can be reached via email (sean@commonrootsbrewing.com) or phone (518-951-5630). Thank you.