



Community-Building Incentive Grant Application

Instructions

Please read this document carefully and be sure to review the Guyson Corporation C-BIG Purposes, Values, General Guidelines and Application Process sections before completing this application. Please type or legibly print the requested information.

Complete all portions of this application, sign and date the application and mail to:
The Guyson Corporation of U.S.A.
Attn: C-BIG Committee
13 Grande Blvd.
Saratoga Springs, NY 12866-9090

Name of Organization: _____

Federal Tax Identification Number: _____

Applicants must be a 501 (c) (3) organization and notification from the IRS granting such status must be attached to the application to be considered for funding.

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Organization Web Address: _____

Executive Director: _____

E-Mail Address: _____

Primary Contact, if other than Executive Director: _____

Title: _____ E-Mail Address: _____

Telephone: _____ Fax: _____

Amount Requested: \$ _____ Date of Application: _____



Where Quality Comes To The Surface

C-BIG Purposes

Guyson contributes to the strength and vitality of our community through the Community-Building Incentive Grant (C-BIG) program. We seek to build strong partnerships and lasting value in our community by supporting organizations that improve the educational, health and economic opportunities of individuals and families.

Values

- Education is a primary means by which people better themselves and their economic outlook. Science, technology, engineering and mathematics (STEM) education nurtures skills needed in technical jobs at companies like Guyson.
- Children are the future of our community, and their health, welfare and safety are a reflection of all of us.
- Strengthening of the family unit will strengthen the community as a whole.
- Wellness and healthy lifestyles nurture a stronger community.

General Guidelines

Grant requests may not exceed \$500, and organizations may receive funding of up to \$500 only once per year.

Applicants must be located in the greater Saratoga/Southern Adirondack region and funds used to benefit residents of this same region.

Applicant organizations must have tax-exempt status under IRS 501 (c) (3).

Priority will be given to those organizations where Guyson Corporation people are involved and actively engaged.

The following will not be considered eligible for C-BIG grants:

- a) Programs operated by religious organizations for religious purposes.
- b) Political organizations or groups organized for lobbying.
- c) Individuals.
- d) Sponsors of sports teams.

Application Process

1. The Guyson C-BIG Committee meets once per quarter in the first week of August, November, February and May for the purpose of awarding up to \$500 in grants.
2. Applications are dated on the day received.
3. Applications must be received no later than five working days prior to the next committee meeting.
4. Applications are screened by the Chairperson to decide whether they are in line with the Purposes, Values and General Guidelines of the program.
 - a) Applicants being considered for funding are notified within ten working days of receipt to confirm consideration.
 - b) Applicants not being considered for funding are notified is within ten working days of receipt.
5. A copy of all applications being considered is sent to committee members at least four working days before each meeting date.
6. The committee discusses applications and makes funding decisions.
7. Organizations are notified of grants within five working days of the meeting date.
8. Funds are distributed to organizations within five working days of receiving notification of an award.