

## **Whitney Titus Trust Fund (Titus – Colesville Fund)**

### **Guideline for Requesting Grants/Funding**

**Updated – January 1, 2021**

This document presents a guideline to be used when submitting a request for a grant through the Titus – Colesville Fund. Request should be submitted to the Titus – Colesville Fund. The following should be included when requesting a grant/funding:

Name of Organization

Address

Date of Request

Contacts and **contact phone numbers**

Description of Organization

Mission Statement (What does your organization do and provide to the community)

How will the use of this requested funding, benefit the community

Please provide **six (6)** copies of the request/proposal to the chair person by the Fund Request Due dates listed below. This is necessary for distribution of the request prior to the Board meeting.

#### **Proposed Project (New Construction)**

Description of Project (Statement of Work)

Provide Engineering Drawings/schematics

Provide Specifications of Project

Project completion date

Quotes (Provide 3 quotes for proposed project, meeting criteria above.)

Summary of Quotes (Attach Quotes after Summary)

Breakdown Quote by the following:

Labor Cost

Material Cost – Provide Priced Material Listing

Recurring and Non-Recurring Cost (If applicable)

Total Cost of Quote/Project

#### **Proposed Project (Renovation/Replacement)**

Description of Project (Statement of Work)

Project completion date

Quotes (Provide 3 quotes for proposed project. Each quote must meet criteria above.)

Summary of Quotes (Attach Quotes after Summary)

Breakdown Quote by the following:

Labor Cost

Material Cost – Provide Priced Material Listing

Recurring and Non-Recurring Cost (If applicable)

Total Cost of Quote/Project

### **Donation Request Only**

Explanation of donation requested.

### **Fund Request Due Dates**

**January 1**

**April 1**

**July 1**

**October 1**

**No Exceptions to the above due dates**

**The Titus Fund Board may require applicants to secure other funding in addition to the Titus monies in order to complete the total amount of the funding requested for a given project. This ensures all applicants to seek all possible avenues of funding when requesting a grant/funding.**

**In the interest of serving all eligible Town of Colesville organizations, only one grant will be awarded per calendar year for a given organization. Please apply early, and consider your most urgent needs.**

**In the event an organization requests multiple grants in the same calendar year, unless there is an emergency need for funding, subsequent applications will only be considered at the end of the year taking into consideration other pending organization requests/proposals and funding limitations as established by Titus-Colesville Grant Committee Members.**

If your fund request is approved, the submitting organization will be notified by phone/mail and based on your proposal, the work

must be awarded to the contractor designated by the Titus Fund Committee. The evaluation of your project is based on Best Value.

Once the project is completed, a signed document (invoices, bills) by the submitting organization and contractor must be presented to the Titus Committee to show the work has been completed to satisfaction. Payment is made to the contractor at the completion of the project. An inspection by the Titus Board may also be conducted.

**Titus – Colesville Fund Contacts:**

Mike Rullo, Superintendent of Harpursville Schools	607-693-8112
Glenn Winsor, Town of Colesville Supervisor	607-693-1794
Doug Rhodes, Community Interest – Current chairman	607-693-1255
John Adams, Community Interest	607-693-1512
Lori Hawkins, Community Interest	607-427-2142
Judith E. Osburn, Trustee, Osburn Law Offices	607-240-5926