



## GRANT GUIDELINES

New York State Career Development Opportunities (NYSCDO), Inc. is offering monetary grants to assist New York State women. Our goal is to assist women who are starting, advancing, or changing careers due to unemployment, under-employment, lifestyle changes, or other circumstances which have affected their business, earning capabilities or job stability.

**Criteria:** Each application will be judged on such factors as financial or personal needs, relationship to business, career, or job training sought, experience/education/volunteer service, etc. Grants range in amounts from \$100 to \$1,000.

**Acceptable Purposes:**

- Expenses for an academic, technical, or vocational certificate or degree program.
- Expenses for continuing education credits, entrepreneurship courses, license review programs, etc., required to gain employment.
- Expenses necessary to start a business, obtain licenses, maintain/enhance your current job or certification, or advance in your career, etc. or obtain clothing, tools/instruments required to pursue a career (documentation required)

Note: Acceptable purposes might include, but are not limited to, childcare, tuition, workshop/conference registration fees, licensing fees, tools, special clothing, etc.

**Eligibility:** To be eligible, an applicant must be:

- Able to demonstrate financial need (please discuss/describe your financial need in your brief background statement on the application form.)
- If purpose is for expenses for a degree, technical, vocational program, CEUs, or licensing program, applicant must be enrolled or accepted into the program.
- An applicant is eligible for a grant once each calendar year and cannot receive a grant for more than two consecutive years.

**Instructions:**

- Use the attached application form – submit only the information requested (Use extra sheets, if necessary).
- Applicants must provide two (2) letters of reference from individuals who are not related and who have knowledge of your academic performance and/or work experience. Reference letters must be sent directly to the same individual/address noted below on the application by the people you have asked for references. Applying does not guarantee approval. **Applications are accepted between Oct 15 and December 15 each year. Application must be postmarked no later than Dec 15.** Application must be sent directly to the individual/address noted on the application.

9/8/2025