



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:

- Be enrolled or accepted in an academic, technical, or vocational certificate or degree program.
- Be enrolled in continuing education credits, entrepreneurship courses, license review programs, etc., required to gain employment.
- Have 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.)
- Special consideration is given to NYS Women, Inc. members.

Note: An applicant is eligible for a grant once each calendar year and cannot receive a grant for more than two consecutive years.

Instructions:

- Complete the attached application form – submit only the information requested (Use extra sheets, if necessary).
- **Applications are accepted once a year beginning October 15 and must be postmarked no later than December 15.**
- Application must be sent directly to the individual/address noted on the application.
- Applicant must provide two (2) letters of reference from individuals not related to you with 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 persons you have asked for references. Applying does not guarantee approval.