



GRANT GUIDELINES

New York State Career Development Opportunities (NYSCDO), Inc. is offering monetary grants to assist New York State women with their 1) business start-up expenses, 2) career-related studies, 3) educational opportunities and/or vocational training and 4) related costs. For example, related costs might include, but are not limited to, emergency childcare, tuition, workshop/conference registration fees, licensing fees, special clothing, or tools/instruments, etc. (Documentation required).

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, past experience/education/volunteer service, etc. Grants range in amounts from \$100 to \$1,000.

Acceptable Purposes:

- Be enrolled or accepted for study in an academic, technical, or vocational certificate or degree program, OR
- Be enrolled in continuing education credits, entrepreneurship courses, license review programs, etc., required to gain employment, OR
- 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)

Eligibility: To be eligible, an applicant must be:

- A woman 25 years of age or older
- A New York State resident
- Able to demonstrate financial need (please discuss/describe your financial need in your brief background statement on the application form.)
- An applicant is eligible for a grant once each calendar year and cannot receive a grant for more than two consecutive years.
- Special consideration is given to NYS Women, Inc. members.

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 noted at the foot of the Grant Application form. Applying does not guarantee approval. Additionally, applicant must provide two letters of reference from individuals who are not relatives who can support your application.

If approved, recipients will be notified by email and/or letter with further instructions.