

## ***COMMUNITY FOUNDATION OF THE MAHONING VALLEY GRANT APPLICATION***

Please structure your proposal to provide the following information in the order indicated. Use the headings and subheadings provided. Then, in your own words, address the questions and issues posed in the outline. The questions reflect the general interest and concerns of the Board of Directors of the ***COMMUNITY FOUNDATION OF THE MAHONING VALLEY***, but are not intended to be conclusive. Please be thorough, yet strive for brevity. Although tightly written proposals are preferred, take the space you need to make your case.

### **Please provide five (5) copies of your application, including cover page to:**

Community Foundation of the Mahoning Valley  
11 Central Square, Suite 1600  
Youngstown, OH 44503-1512

## **A. NARRATIVE**

### **1. Organization Information**

- Summarize your organization's history
- State your mission and goals, future challenges, and long range plans.
- Outline current programs and activities.
- Highlight accomplishments.
- What makes your program unique and special?
- Financial information, including:
  - Current board-approved annual operating budget
  - Most recent audited financial statement

### **2. Purpose of Grant**

- Describe the proposed program or project.
- Identify the needs/problems to be addressed, target population and number of people to be served by the project.
- Describe the project goals and objectives, and your plan to meet them.
- Define the project as a new or continuing program.
- Identify other organizations, partners and funders participating in the project and their roles.
- Provide a timetable for implementation.
- Identify long-term funding sources.
- How will this program specifically affect the Mahoning Valley?
- Program or operating budget
- List of other funders, potential funders and amounts committed or requested including public funds, individual contributions and others sources of income supporting the project.
- Letters of support (optional) that substantiate need for the project and collaboration with other organizations.

### **3. Evaluation**

- Describe your plan to document progress and results.

If your project is a long term project, interim and final evaluation and expenditure reports will be required.

## **B. ATTACHMENTS**

***Please include one copy of the following attachments in the order indicated:***

1. Copy of the current IRS determination letter
2. Organizational Structure, including:
  - List of officers and directors
  - Job descriptions of key personnel involved in the project
3. Annual report, if available.



## GRANT APPLICATION COVER PAGE

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### Organization Information

Legal Name of Organization: \_\_\_\_\_

Year Founded: \_\_\_\_\_ Current Annual Operating Budget: \$ \_\_\_\_\_

Contact Person/ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Is the charity a supporting organization: \_\_\_\_\_

### Grant Information

Purpose of Grant (one sentence, please): \_\_\_\_\_  
\_\_\_\_\_

If applicable, beginning and ending dates of the campaign: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

### Certification

To the best of my/our knowledge, the information supplied in this packet is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, Board of Directors

Type or Print Name and Title:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

Type or Print Name and Title: \_\_\_\_\_