

| PROPOSAL GUIDELINES |



| GUIDELINES |

Funding is available for creative projects and initiatives that will benefit the Mahoning Valley. Local nonprofit organizations, community groups and individuals working with a qualified fiscal sponsor are welcome to apply.

From the pool of proposals, four applicants will be selected to present their ideas at Valley Soup, a Giving Tuesday Microfunding Dinner on **Tuesday, November 27, 2018**. Guests at the dinner will vote on the four proposals and the winner will be awarded the evening's proceeds to carry out their project.

Typical funding for the winning proposal ranges from \$400-\$1200. This is dependent on the number of guests attending the dinner and outside matching dollars. There is no guaranteed funding amount.

| APPLICATION INSTRUCTIONS |

For consideration, applicants should submit the following information:

1. Completed Valley Soup proposal form, including
 - a. Project summary (limit to one page maximum)
 - b. Project budget showing all anticipated income and expenses
 - c. Copy of your IRS determination letter showing tax exempt status -OR- the IRS determination letter and written authorization from a fiscal sponsor stating they are committed to partnering with you to carry out the proposed project

| SUBMISSION |

Applications and attachments must be submitted by **Friday, October 12, 2018 at 4:00 p.m.**

Submit by Mail:

Community Foundation of the Mahoning Valley
201 E Commerce St. Suite 150
Youngstown, OH 44503

Submit by Email:

Attn: Rachael Chacon
rchacon@cfmv.org

The Community Foundation will notify applicants as to the status of their application by Friday, November 9, 2018. Those selected to present must be available on November 27, 2018.

| REPORTING |

Any organization, group, or individual receiving funding through the Valley Soup event must spend the money by 12/31/2019 and provide a half page written report describing how the funding was used.

| QUESTIONS |

Contact Rachael Chacon at rchacon@cfmv.org or 330-743-5555 with any questions.



| VALLEY SOUP PROPOSAL FORM |



APPLICANT INFORMATION

Applicant Name:		
Organization or Business Name (if applicable):		
Mailing Address for Payment:		
City:	State:	Zip:
Applicant Phone:	Applicant Email:	

PROJECT INFORMATION

Project Name	
Total Project Budget	\$
Project Timeframe	
Anticipated Project Start Date	

1. Project Summary (*limit to one page and attach to application if necessary*):
2. How will this project benefit the Mahoning Valley community?
3. Attach a project budget outlining all anticipated expenses and income (all grants, donations, etc. that you expect to apply for or receive) for this project. (*The budget should demonstrate your project plan, showing what you will spend your money on and where you hope to get the money from.*)

TAX STATUS

Is your organization designated as a 501(c)(3) nonprofit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES:	Tax ID #:
	Attach your IRS determination letter showing tax exempt status
If NO and you already have a fiscal sponsor:	Fiscal Sponsor Tax ID #:
	Attach your fiscal sponsor's IRS determination letter and written authorization stating they will serve as your fiscal sponsor
If NO and you do NOT have a fiscal sponsor:	Do you need help finding a fiscal sponsor?* <input type="checkbox"/> Yes <input type="checkbox"/> No *The committee will make connections between applicants and willing fiscal sponsors when available and appropriate, but checking 'Yes' does not represent any guarantee of a fiscal sponsor.