



*Established 1971*

## **GRANT APPLICATION INFORMATION**

No matter how simple or unusual your idea, your grant proposal must describe the following:

1. The problem or opportunity to be addressed.
2. The project's principal objectives.
3. A plan for addressing the problem or opportunity.
4. The project's expected results, e.g: the number of people who will benefit from the project or the benefits of the project to the Granville community.
5. The qualifications of institution that will receive the grant and the personnel who will carry out the project.
6. The total estimated budget for the project.
7. A timetable for completing the project and expending grant funds.
8. The financial assistance requested from the Granville Foundation.
9. Other planned sources of support; e.g., foundations, government, grants, public solicitation.
10. Plans for sustaining the project after expending Granville Foundation assistance.
11. Name and contact information for follow-up by the Foundation.

Only federally tax-exempt 501(c)(3) organizations are eligible to receive financial assistance from the Granville Foundation. Attach to your application a copy of your latest IRS determination letter indicating 501(c)(3) tax-exempt status. Further, the proceeds of any Granville Foundation grant must be must be expended exclusively for the benefit of Granville and/or Granville residents including all persons residing within the Village, Township, and Exempted Village School District. Awards will be announced February 16, 2010.

Submit five copies of your application by January 22, 2010 to the attention of:

Grants Committee  
THE GRANVILLE FOUNDATION  
P.O. Box 321  
Granville, Ohio 43023



*Established 1971*

## APPLICATION COVER SHEET

Name of Applying Organization: \_\_\_\_\_

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

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Organization Chief Executive: \_\_\_\_\_

Contact Person (If not Executive): \_\_\_\_\_

Organization is an IRS 501(c)(3) Not-for-Profit Yes\_\_\_ No \_\_\_ If not, explain:\_\_\_\_\_

\_\_\_\_\_

Grant Purpose: \_\_\_\_\_

\_\_\_\_\_

Grant Project Name: \_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_

Operating/General Support: \$ \_\_\_\_\_

Project Support: \$ \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_

Planned Project Start Date: \_\_\_\_\_

Planned Project End Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signature, Chief Executive Officer/Director

## APPLICATION INSTRUCTIONS

*Please provide the following information in this order (where applicable).*

### A. Narrative

1. Organization Information
  - a. Brief summary of organization's history
  - b. Brief statement of organization's mission and goals
  - c. Description of current programs, activities and accomplishments
  - d. Organizational chart, including board, staff and volunteer involvement.
  
2. Purpose of Grant
  - a. Statement of needs/problems to be addressed
  - b. Description of target population and how they will benefit from the grant
  - c. Description of project goals and objectives, and previous history, if any.
  - d. Plans to accomplish goals and objectives
  - e. Timetable for implementation
  - f. Other organizations participating in the project
  - g. List of names of key staff and/or volunteers responsible for the project
  - h. Long-term strategies for funding this project at end of the grant period.

### B. Attachments

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status
  
2. Names of persons serving on Board of Directors
  
3. Financial statement
  - a. Grant request budget
  - b. Organization's current annual operating budget, including expenses and revenue
  - c. Most recent annual financial statement (independently audited, if available)
  - d. List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted
  
4. Description of grants, if any, received previously from the Granville Foundation including purpose, amount, and year received.
  
5. Annual Report, if available.