

2020 Community Grant Program

Application Instructions

A completed Grant Application includes the following documents.

A. Cover Page (page 1 of Application)

B. Proposal Narrative

The proposal narrative should not exceed two pages and should address the following, ***in this order***:

1. Summary:

Summarize the purpose of your project and explain how this grant award will be used. Explain the need for this program and how that need was determined. If others are offering similar programs, explain how your program is not a duplication of services.

2. Community Benefit:

Explain who this program will benefit and in what ways. Projects must benefit Sandusky County residents. If you are collaborating with other Sandusky County agencies please describe the collaboration and community support for the project.

3. SCCF Funding:

Explain how SCCF funds will be used and please be specific. For example, if you are purchasing supplies, do not say that "\$300 is needed for an early elementary reading program"; instead say, "\$300 is needed to purchase supplies, including \$200 for 10 early reader books, \$40 for construction paper and art supplies; and \$60 for 3 First Readers DVDs at \$20 each."

4. Additional Funding:

If additional funds are needed to complete the project, how much additional funding is needed? Are these funds pending or have they been obtained, and from what sources: If you are seeking a SCCF grant as matching funds for another grant, please explain the terms of the matching grant.

*If the SCCF grant is awarded, how will this project continue after grant money is expended?

*If the SCCF grant is denied, how will this project be funded?

5. Acknowledgement of Funding Source:

In anticipation of receiving grant funds, explain how you will promote or advertise SCCF's financial participation in your project. For example, including the SCCF logo/signage on grant funded equipment or facilities or the standard funding credit line on printed educational material or promotional items. The SCCF logo will be provided and must be displayed. The standard funding credit line is: "Funded by the Sandusky County Communities Foundation".

6. Evaluation:

Explain how you will measure and evaluate the anticipated outcomes of this project.

C. Budget Page (page 2 of Application)

1. Column A:

Categories of available funding are listed. Please note: Salaries and benefits of organization employees or other operating costs such as rent, utilities, insurance, etc. are not eligible for funding through a SCCF Grant.

2. Column B:

List the amounts and items to be purchased with SCCF grant funds in the correct category.

3. Column C:

List the amounts and items to be purchased with other funds in the correct category.

4. Column D:

List the total project cost for each category.

5. Bottom Line:

The bottom line of the budget page should show totals for each column, and should equate to $B+C=D$. List amounts by full dollar amount (round cents up to the next dollar). Please check your proposal narrative and make certain that numbers mentioned in the narrative correspond to numbers on the budget form. Please check your math!

D. Certification Page (page 3 of Application)

This page must be signed and dated by an authorized member of the organization.

E. Required Attachments

Please attach the following documents *in this order*.

- 1.** Current (within 6 months) quote to support budget request for purchased services or goods. Note: Preference may be given to proposals using Sandusky County contractors and merchants where applicable.
- 2.** 501(c) (3) IRS determination letter (If you are a governmental or other entity covered by a group exemption, provide a copy of the group exemption letter and documentation of your inclusion within the group.)
- 3.** Current form 990 or most recent audit and annual budget.
- 4.** Mission Statement
- 5.** Name and Affiliation of organization's Board Members.

Timeline

*Proposals are due **Monday, August 31, 2020, by 12:00 p.m.** *Please do not staple documents.*

*Grant awards will be made by **November 25, 2020**. Successful applicants must attend the Grant Award Presentation to receive the award.

*Final Reports are due 30 days after the completion of the project.

*Grant funds must be expended and final report must be submitted by **December 31, 2021**.

Please Note: After receiving an award, recipients are required to provide the Foundation with a follow-up report on the form provided within 30 days of project completion. Report must include photo(s) showing project results. Grant funds must be used in the manner described in the grant application and will be verified by SCCF during a site visit/interview. Any funds not spent as approved in the Grant Application must be repaid to Sandusky County Communities Foundation by **December 31, 2021**.

Notes