

Application Guideline for Grant Proposals



Health & Wellness
Foundation

Application Deadlines:

January 2, April 1, July 1, October 1

Grant Requirements:

Proposals must promote health and wellness opportunities to the residents of Summit and contiguous counties.

General Guidelines:

- Support is awarded for one year at a time.
- Support for any one program will be for a maximum of three years, although exceptions may be made by the Board.
- New projects, with a plan for continuation beyond the Foundation's support are of interest to the Foundation
- Projects should demonstrate a direct benefit to the client.
- Requests should be between \$2,000 and \$15,000; however, larger requests, potentially multi-year, may be considered.
- Funding preference is given to activities within southern Summit County.
- Capital campaigns may be considered.
- Semi-annual reports concerning budget, personnel, and program developments will be completed and returned to the Foundation as stated in the grant agreement.
- All grants expire within one (1) year of grant agreement date. Any requests for deadline extensions or changes to the project in any way must be made in writing to the Foundation's Chair, submitted through the Barberton Community Foundation's VP of Community Impact, thirty (30) days before the annual evaluation is due. All correspondence must note the program name and grant number.
- All grant agreements must be signed and returned to the Foundation within thirty (30) days of the grant agreement date. Any agreement not received within the thirty days will be deemed a termination of the grant and the grantee will be notified accordingly.
- The tax-exempt status verified in the proposal must be valid; any changes in that status, or changes in the organization that could lead to a change in that status, must be reported to the Tuscora Park Health and Wellness Foundation immediately.
- The organization must keep and maintain records of expenditures adequate to check use of the grant readily. A final report must be submitted to the Foundation on year from the date of the grant agreement.
- If the grant is intended to support a specific project or to provide general support for a specific period, any portion of the grant unexpended at the completion of the project or at the end of the period must be returned immediately to the Foundation.
- The organization must repay, upon demand, to the Tuscora Park Health and Wellness Foundation the amount of the grant if any condition of the contract is not upheld.
- The organization must send to the Foundation copies of any printed publicity regarding the awarding of any grant; the organization may, if it chooses, refer to the Tuscora Park Health and Wellness Foundation's support in any such publicity.

- The Foundation may include information regarding grants, including the amount and purpose of grants, any photographs provided, logo or trademark, or other information or materials about recipient organizations and their activities, in the Foundation's periodic public reports, newsletters, and news releases.

Generally, grants are not given to:

- Any political campaign, political projects or to support attempts to influence legislation of any body of government other than that which occurs when nonpartisan analysis, study and research is made available.
- Projects outside of the defined giving area
- Individuals
- On-going operating expenses
- Debt reductions deficits or previous obligations
- Annual fundraising drives
- Sabbatical leaves or scholarly research
- Venture capital for competitive profit making activities
- Religious organizations for religious purpose and endowments.

Proposal Checklist:

1. Submit **a total of 10 copies** of cover sheet and narrative pages, and if applicable, organization history page
2. Submit **one copy of each** – most recent annual report; financial statements from your most recently completed fiscal year, whether audited or unaudited and a list of board members.

Grant Application Form

Name of Organization:

Full Mailing Address:

Program Contact and Title:

Telephone:

Email:

EIN Number:

501(c)3 Organization? Yes No

Project Overview

Project Title:

Start Date:

End Date:

Amount Requested:

Total Project Budget:

Summary Briefly give a very general overview of your grant request/project (**3 sentences max**)

Project Objectives and Measurement of Results

List up to 3 project objectives (**must include how you will measure project results**)

1.

2.

3.



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Project Budget

Revenue	Amount	Secured?	Expenses	Amount	Requested of Tuscora Park
Tuscora Park			Salaries / Benefits		
Fees for Service			Contracted Services		
Membership Dues			Supplies / Equipment		
In-kind			In-kind expenditures		
Other Funders (list)			Advertising		
			Printing		
			Other (list)		
Total			Total		



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Project Narrative

Describe the population to be served and how they will benefit from this project. What do you expect to happen as a result of this grant? How will you measure your results? How will you fund this program in the future?



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Organizational Background

If this is your first application to the Foundation, **or** if it has been more than five years since you last applied to the Foundation, please supply your organizational background in the space allotted (1 page) and attach an Organizational Chart and Board List.

History • Service Area • Major Services Provided to the Community • Other funders



Organizational Chart and Board List

(attach with separate pages)



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