



**APPLICATION SUMMARY (it may be helpful to complete this section last)**

Date of Application

Organization

Project Name

Should be descriptive, with  
key words related to your  
project.

Project Description

☐ Existing Program/Project

☐ New/Start-up Program/Project

Amount Requested

**STRATEGIC GRANTING MODEL CATEGORY (Choose One)**

☐ Responsive Effort

☐ Strategic Collaboration

☐ Foundation Facilitated Initiative

**TYPE OF REQUEST (Choose One)**

☐ Operating

☐ Program/Project

☐ Capital

☐ Technical Assistance

☐ Other (Specify)

**CONTACT INFORMATION** (Best person to answer questions about the grant.)

Proposal Contact Name

Title

Phone

Email

Organization Website

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## **ORGANIZATION INFORMATION**

Applicant Organization (Full Legal Name)

Doing Business As

Previous Name (If Changed)

Tax Exempt ID # (EIN)

Name of Executive Director

Name of Fiscal Sponsor (If Applicable)

## **CONTACT INFORMATION**

Contact Name

Title

Phone

Email

Street Address

City

State

Zip

Mailing Address (If Different Than Street Address)

City

State

Zip

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**GRANT REQUEST DATA**

Program/Project Title

Description of Program/Project

Total Budget for this Program/Project

Amount of This Request

Brief Description of Intended Use of Grant Funds (Please be Specific)

Anticipated Project Start and End Dates to

Total Number of Barberton Residents to be Served During Grant Period

Brief Demographic Description of Targeted Barberton Population Served by this Program/Project

(Please Check All That Apply)

- |                                                        |                                           |                                          |
|--------------------------------------------------------|-------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Children                      | <input type="checkbox"/> Female           | <input type="checkbox"/> Hispanic        |
| <input type="checkbox"/> Adults                        | <input type="checkbox"/> Male             | <input type="checkbox"/> Caucasian       |
| <input type="checkbox"/> Seniors                       | <input type="checkbox"/> African-American | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> Individuals with Disabilities |                                           |                                          |

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## **ORGANIZATION & FINANCIAL INFORMATION**

Organization's Mission

Organization's Budgeted Expenses for Current Year

Fiscal Year End (mm/dd/yy)

Endowment Size

Market Value as of (mm/dd/yy)

Organization's Major Funding Sources (e.g., United Way, local community foundation, county board of health, etc.) by Percentage

% of Board Member Giving

## **SIGNATURE OF EXECUTIVE DIRECTOR**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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## **ORGANIZATIONAL BACKGROUND**

Brief summary of organization's history and statement of organization's mission:

Brief description of current programs/projects and activities:

Description of Barberton population served by your organization:

Evidence of organization's overall effectiveness:

Please list your organization's key outcomes.

Please describe an accomplishment from the past year you are most proud of as an organization.

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**STATEMENT OF NEED OR COMMUNITY BENEFIT**

What is the problem, challenge or need that is unaddressed or unmet?

What is the broad community impact of this program or project?

Share your research, evidence or personal experience that shows this need exists in Barberton. This can be anecdotal; personal experience or observation is valid.

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## **PROGRAM/PROJECT DESCRIPTION & METHODOLOGY**

Description of program/project, including summary description of overall program/project and its timetable to be funded under this grant.

Brief description of goals and objectives for program/project.

Evidence of use of best practices (For example, is this program/project based on a program that has been shown to be effective in other settings? Is it based on national standards?). If the initiative is a pilot project and has not been done before, please list assumptions on why new approach will succeed.

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With whom and how will the organization collaborate on this particular program/project?

Why is your organization positioned to address this need or benefit (e.g., skills, location, etc.)?

How is your project different from similar existing projects at other organizations?

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## **EVALUATION, IMPACT AND OUTCOMES**

*Please see glossary for definition of "Outcomes."*

Provide specific short-term, intermediate and/or long-term outcomes of this program/project and the time frames within which they will occur.

How will outcomes be measured and who (e.g. staff, consultant, etc.) will measure them?

How will the results be used and disseminated by your organization and/or others?

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How will the project's constituents and/or clients be actively involved in evaluating the project?

If this is an ongoing program/project or if its purpose is to provide direct support to an ongoing program/project, summarize past quantitative and qualitative outcomes of the program/project.



## PROGRAM/PROJECT FUNDING PLANS

List of other funders to whom this **current proposal** has been or will be submitted. For each funder, indicate amount requested and status of request (e.g. "to be submitted," "pending," "funded," or "declined"). If funded, specify amount of grant and date received. Include a complete list when you **attach your project budget** which should include all revenue and expenses.

| FUNDER | STATUS OF REQUEST | AMOUNT | DATE RECEIVED |
|--------|-------------------|--------|---------------|
|        |                   |        |               |
|        |                   |        |               |
|        |                   |        |               |
|        |                   |        |               |
|        |                   |        |               |
|        |                   |        |               |

Other anticipated funding for this current proposal:

Earned revenue

In-kind support

Special events

Fundraisers, etc.

The Foundation isn't always able to fully fund projects. How would partial funding affect your project?

If this will be an ongoing program/project, describe plans and specific sources for future/long-term funding:

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## CHECKLIST FOR REQUIRED ATTACHMENTS

- ☐ Project budget
- ☐ Total organizational budget for current fiscal year including a column showing the organization's year-to-date status (budget vs. actual).
- ☐ Most recently completed Form 990.
- ☐ Most recently completed audit if available, including auditor's notes and management letter if issued.
- ☐ IRS letter of determination 501(c)(3), or if such a letter does not exist see specific funder requirements
- ☐ Names and organizations of board members, plus board organizational chart
- ☐ List of key staff members and organizational chart
- ☐ Letters of commitment from collaborating organizations, such as Barberton City Schools, if appropriate.

### For Barberton City School applicants:

- ☐ Project Budget
- ☐ Letter from Superintendent

## HOW TO SUBMIT

Address applications to Carrie Herman, Director of Community Impact, at Barberton Community Foundation. Due to COVID-19, emailed applications are accepted. Please email grant requests to Carrie at [cherman@barbertoncf.org](mailto:cherman@barbertoncf.org). Call us with any questions at 330-745-5995 or for more information visit [barbertoncf.org](http://barbertoncf.org).

\*If submitting a paper application, please provide one (1) copy of the items below. Do not staple.

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## GLOSSARY

**Capital Request** – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment.

**Foundation Facilitated Initiatives** - defined as facilitated and/or initiated by the Foundation for continual development of community driven initiatives that support transformational change. There is high board and staff involvement. The project scope is a long-term process, with a formal evaluation of quantitative and qualitative results.

**In-Kind Support** – A contribution of equipment/materials, time, and or services that the donor has placed a monetary value on for tax purposes.

**Methodology** – A sequence of activities needed to accomplish the program objectives.

**Operational Support** – A grant given to cover an organization's day-to-day expenses such as salaries, utilities, office supplies, etc.

**Outcomes** – The changes in (or benefits achieved by) individuals or communities due to their participation in program/project activities. This may include changes to participants' knowledge, skills, values, behavior, condition or status. In general, outcomes are described in quantitative or qualitative terms.

**Quantitative (or Measurable) outcomes** are changes or benefits that can be measured or counted and expressed with a numerical value. For example, 30 of the 40 third-grade students participating in the literacy program will increase their reading level by one grade level.

**Qualitative outcomes** are changes or benefits that refer only to the characteristics of something being described, rather than exact numerical measurement. Qualitative changes can be observed (or detected through the senses) and are generally described in a narrative form. For example, the mother of a student participating in the literacy program stated that her daughter no longer feared reading aloud in class now that she could read at the same level as her classmates.

**Program** – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

**Project** – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within a specified time period. (A successful project may become an ongoing program.)

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**Responsive Efforts** - defined as a response to a nonprofit or community's needs, and led by the nonprofit or community members. The project will have a defined short-term life cycle with simple quantitative and qualitative outputs.

**Strategic Collaboration** - defined as working with the Foundation and other partners to launch programs that maximize community impact. The project is a longer effort, focused on improving or coordinating programs that maximize community impact. The project scope may have limited board and higher staff involvement. An evaluation of quantitative and qualitative results is expected.

**Technical Assistance** – Operational or managerial assistance given to a nonprofit organization. It may include fundraising assistance, budgeting or financial planning, program planning, legal advice, marketing or other aids to management. Assistance may be offered directly by a foundation or corporate staff member or in the form of a grant to pay for the services of a consultant.

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