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

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

GRANT REQUEST DATA

Program/Project Title

Description of Program/Project

Total Budget for this Program/Project

Amount of This Request

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)

☐ Children   ☐ Female   ☐ Hispanic

☐ Adults   ☐ Male   ☐ Caucasian

☐ Seniors   ☐ African-American ☐ Other (Specify)

☐ Individuals with Disabilities

SIGNATURE OF EXECUTIVE DIRECTOR

_____   _____

Name   Date

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PROGRAM/PROJECT DESCRIPTION & METHODOLOGY

What is the problem, challenge or need that is unaddressed or unmet? Or, what is the community impact of this program or project?

Description of program/project, including:

a. Summary description of overall program/project and its timetable to be funded under this grant.

b. Brief description of goals and objectives for program/project.

c. How and with whom will the organization collaborate on this particular program/project?

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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?

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PROGRAM/PROJECT FUNDING PLANS

Barberton Community Foundation prefers to be one of the funders for projects, not the sole funder. Are there other funders for this project? 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.

Funder	Status of Request	Amount	Date Received

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

Attach your project budget as part of your application. It should include revenue and expenses for your program/project.

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CHECKLIST FOR REQUIRED ATTACHMENTS

☐ Project Budget

☐ IRS letter of determination 501(c)(3), or if such a letter does not exist see specific funder requirements

☐ List of key staff members and organizational chart

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. Call us with any questions at 330-745-5995 or for more information visit 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.

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.)

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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