Grant Application Outline

The form your application takes is far less important than its content. In writing your proposal, however, keep in mind that people who may not be familiar with your project or your agency will review it. Make sure, therefore, that you fully explain your project and what you hope to accomplish. Be as clear, complete and concise as possible. The following represents the essential points that your proposal needs to address. You may choose to include other points, as well.

If you find the process to be daunting, check out our Mini-Grant program, which can be less demanding.

I. Background of Your Organization
   A. Please provide background material on your organization's history and operations with an overview of current programs and activities.
   B. Governance Structure: Is your organization's Board a policy-making or advisory group? How often does it meet? What is the average percentage of your Board's attendance during the past twelve months? Does your Board have a policy on term limitations? If so, please describe. Are any of your Board members compensated for services rendered to your organization? If so, please describe.

II. Project Narrative
   A. Statement of Purpose: What is the purpose of your project, and what community issue(s) does your project address? Please document the local need for your project. Is this a new project for your agency? For the community? If a similar project exists, explain how the proposed project will be different.
   B. Project Objectives: Describe the expected impact of your project. Specify the activities to be undertaken, as well as the time line for the implementation and completion of them.
   C. Target Population: Who will benefit from this project? Estimate the number of people to be served and the amount of services they will receive.
   D. Collaboration: Are you collaborating with other agencies? If so, please indicate which one(s) and describe your collaborative efforts. Include support letters, if appropriate.
   E. Future Plans: Is this (or will this become) an ongoing project? If "yes", please describe how you will support it in the future.
   F. Evaluation: Describe how you will assess and measure your project's success. You may include the cost of your evaluation process as a budget expense. Describe specific and measurable goals for your project. If you are awarded a grant, be prepared to report quarterly regarding measurements of your success and the extent to which you have met stated goals.

III. Personnel
   A. Who are the key staff members involved in this project? Please describe their qualifications.
   B. Will additional staff, consultants or outside resources be required for this project? If so, please explain. Provide job descriptions, if appropriate.

IV. Project Budget
   A. Please provide a comprehensive budget for your project, listing all your sources of income and detailing all expenses.
   B. Describe how the Foundation's grant will be used.
   C. What other funds have been received or are under consideration for this project? Please list the funds in the following format:

   Other funds received or committed:
   - Source
   - Amount
   - Date committed
   - Conditions/Purpose

   Other requests pending or contemplated:
   - Source
V. Publicity and Promotion
What will you do to publicize this grant and to assist Marion Community Foundation in sharing the message of its philanthropic mission?

VI. Required Attachments
Please attach one copy of each of the following to your completed proposal:

A. A list of your organization's officers, directors and staff.
B. A balance sheet and income statement covering your organization's most recently completed fiscal year (audited, if possible) and IRS Form 990.
C. Your organization's current budget (if different from your project budget), with your most recent monthly or quarterly financial statement. If possible, include your budget for the next fiscal year.
D. A copy of your IRS Tax Determination Letter--501(c)(3) designation or equivalent.
E. Any attachments you feel will help establish your organization's credibility or help clarify your project, such as your most recent annual report.

Preferences
Marion Community Foundation will give preference to grant applicants whose projects demonstrate cooperation and collaboration with other organizations. Preference will also be given to evidence based models that have demonstrated success.

Specific Fields of Interest
Marion Community Foundation is also requesting proposals in the following fields:
1. Programs that meet the transportation needs of Marion County’s citizens
2. Programs that help Marion County residents transition from generational poverty to education and employment
3. Programs that treat or prevent obesity
4. Health care
5. Programs that treat or prevent arthritis
6. Programs that treat or prevent Parkinson’s disease
7. Programs that treat or prevent blindness or vision impairment
8. Programs that promote the general welfare and recreation of persons with disabilities and that provide assistance for handicapped individuals of Marion County to become “Handicapable”.
9. Coordinate programs that provide meals for the poor and homeless in Marion County or support community food pantries.

Grant Planning Workshop
On June 21, 2013 at 10:00 a.m., Marion Community Foundation will be conducting a free and voluntary workshop to help applicants formulate project ideas and prepare grant applications. There will be a review of the grant application form, the mini-grant application form, and the grants process. Organizations intending to submit grant applications to Marion Community Foundation are encouraged to attend. The workshop will be at held Marion Community Foundation located inside the Stengel-True Museum, 504 South State Street, Marion, Ohio.

Address the application to:        Marion Community Foundation
                                    504 South State Street
                                    Marion, Ohio 43302

Completed applications must be received in Marion Community Foundation's office by 5:00 p.m. on July 26, 2013.

If you have any questions, please call us at (740) 387-9704.