

2018 July General Cycle

Community Foundation of Lorain County

Instructions

Dear Grant Seeker:

We have asked many questions here in an effort to understand your organization and programs. If these items seem intimidating, please call the Foundation and ask for help. For example, if you are unable to provide the financial information requested, call us and help us understand your circumstances.

It is recommended that you read through the entire application before you start filling it out as there may be items you want to start sooner than others (such as securing letters of support from partner agencies). Questions with an asterisk (*) are required. Do not hesitate to reach out if you are having difficulty uploading any attachments, we will work with you to include them with your application.

These guidelines, instructions, and restrictions pertain only to the general grant cycle. Guidelines for the African American Community Fund, Hispanic Fund, Women's Fund, Youth Fund, and the Huron County Community Foundation are available **here**, or through a telephone call to the office.

Organization Information

Organization Information Section



Note: Questions with the Guidestar logo can be uploaded from your organization's Guidestar profile. You may also type these answers manually if you prefer. To upload answers from Guidestar, click the Guidestar logo next to the question.

Mission Statement*

1. If your organization's mission is already on Guidestar, you may upload it from there by clicking on the "guidestar" logo above.

Character Limit: 1000

Organization History*

2. When was your organization formed? Please give us the historical background on your organization.

Character Limit: 2000

If your organization provides services at more than one location, please list them.

3.

Character Limit: 2000

How many unduplicated clients did you serve last year overall?*

4.

Character Limit: 10

How many unduplicated Lorain County residents did you serve last year?*

5.

Character Limit: 10

Services Provided*

6. List your major programs and number of unique (unduplicated) clients served in each program.

Define the units of services provided.

Character Limit: 2000

Current organizational operating budget (expenses)*

7.

Character Limit: 20

Project Budget

8. If you are applying for funding for a specific project, how much does the total project cost?

Character Limit: 20

Grant Request Amount*

9.

Character Limit: 20

When does your fiscal year start?*

10.

Character Limit: 10

Number of Organizational Staff

Please list how many full-time and part-time employees (if any) your organization employs.

Part-Time Staff*

11.

Character Limit: 6

Full-Time Staff*

12.

Character Limit: 6

Number of Volunteers*

13. Do not include Board members in your volunteer count.

Character Limit: 250

Is the Executive Director full time or part time?

14.

Choices

Full time

Part time

Is the Executive Director related to any Board member or staff? Please describe.

15.

Character Limit: 2000

Project Description

Project Description Section

Project Name*

18.

Character Limit: 100

How many people will this grant serve?*

19.

Character Limit: 10

CFLC Staff Evaluator

Staff emails (evaluators assigned by the Foundation)

LOW=Linda Styer: lstyler@peoplewhocare.org

DBJ=David Borocz-Johnson: dborocz-johnson@peoplewhocare.org

Choices

LOW

DBJ

Geographic Area Served*

20. Please select the Lorain County communities this project will serve.

Choices

All of Lorain County

Amherst

Avon

Avon Lake

Elyria

Grafton

Kipton

LaGrange

Lorain

North Ridgeville

Oberlin

Rochester

Sheffield

Sheffield Lake

South Amherst

Vermilion

Wellington

Amherst Township

Brighton Township

Brownhelm Township

Camden Township

Carlisle Township

Columbia Township

Eaton Township

Elyria Township

Grafton Township

Henrietta Township

Huntington Township

LaGrange Township

New Russia Township

Penfield Township

Pittsfield Township

Rochester Township

Sheffield Township

Wellington Township

Project Description*

21. Describe the project for which you are seeking funding, including the project's goals and objectives, methodology, and implementation timeline. How does this proposal fit with your mission? Describe your organizational capacity to carry out the project (examples: job descriptions, staff qualifications, best practices).

If this an educational program, is it aligned with Ohio Department of Education Standards?

Character Limit: 5000

Project Impact & Outcomes*

22. What will the measurable outcomes be? Please feel free to call Linda or David if you have questions on what outcomes might look like in context of your request.

Character Limit: 5000

Description of Organizational Collaborations

23. If your proposal incorporates a collaborative partnership with other organizations, please elaborate on how your organizations will collaborate.

Character Limit: 2000

Project Start Date*

24.

Character Limit: 10

Project End Date*

25.

Character Limit: 10

Project Evaluation*

26. Please explain how project goals and effectiveness will be monitored, evaluated and measured. If your project incorporates an evaluation form, you may attach it to this question to provide context to your answer.

Character Limit: 2000 | File Size Limit: 2 MB

Project Sustainability

27. What are your plans for future funding of this project?

Character Limit: 2000

Project Overview*

28. Please download the Foundation's Project Overview form and fill it out as it pertains to your request. Upload the completed form here.

File Size Limit: 1 MB

Demographics of Individuals served

Demographics Section

The Foundation is interested in better understanding the demographics of the individuals who access the services we fund provided by our non-profit partners. For this reason, please fill out the demographics section below. **The information in this section should reflect the number of individuals you served in this program last year in Lorain County only.** If you are applying for general operating support, provide the demographics of your clients overall. If this is a new program, estimate the number of people you will serve.

Comments and Explanation

29. Use this space to elaborate on how your agency tracks client demographics and what you choose and choose not to collect.

Character Limit: 2000

Age of individuals

Youth 0-18*

30.

Character Limit: 6

Adults 18-64*

31.

Character Limit: 6

Age 65+*

32.

Character Limit: 6

Ethnicity of individuals

White*

33.

Character Limit: 6

African American*

34.

Character Limit: 6

Latina/Latino/Latinx*

35.

Character Limit: 6

Native American*

36.

Character Limit: 6

Asian/Pacific Islander*

37.

Character Limit: 6

Other*

38.

Character Limit: 6

Gender of Individuals

Male*

39.

Character Limit: 6

Female*

40.

Character Limit: 6

Other/Gender Nonconforming*

41.

Character Limit: 6

Employment Status of Individuals

Employed*

42.

Character Limit: 6

Unemployed*

43.

Character Limit: 6

Income Level of Clients*

44. How many of your clients are under the Federal Poverty Income Level?

Character Limit: 6

Children and/or retirees

45.

Character Limit: 6

Housing Status

Homeless Clients*

46.

Character Limit: 6

Web site traffic

If you're tracking your website's traffic, list it here.

Web visitors

47.

Character Limit: 8

Financial Information

Financial Information Section

Organization Financial Statements*

48. Download this template which has 4 tabs at the bottom.

Tab 1: List the organization's actual revenue and expenses for the preceding 2 fiscal years as well as the budget and year-to-date financial activities of your current fiscal year. **Feel free to add, modify, or remove any line items to fit this template to your agency's circumstances.**

Tab 2: Fill out the Profit/Loss Narrative.

Tab 3: List Foundation Grants for the past two years and how much from each.

Tab 4: Fundraisers

If you are working with a Fiscal Sponsor, upload their 3-year Profit/Loss Statement here.

File Size Limit: 2 MB

Project Budget*

49. Please download and complete this project budget template then upload it below.

For grant proposals requesting support for a specific program: list all line items that are apart of the program and complete the budget narrative column to clarify any line items that are not self-evident, e.g., "miscellaneous" or "other".

If you are requesting funding for general operations, use this form to list the expenses you want us to support.

File Size Limit: 1 MB

Most recent Financial Audit and Management Letter

50. If your organization does not have a financial audit, a financial review or financial compilation report is acceptable as well. If your organization has been unable to have a financial audit, review, or compilation conducted, you may leave this question blank.

File Size Limit: 2 MB

Fiscal Sponsor Information

Fiscal Sponsor Information Section

This section is for organizations that do not have an IRS 501(c)(3) tax-exempt status. Grants approved will be made payable to the Fiscal Sponsor as the tax-exempt organization representing the grant seeker. As Fiscal Sponsor, the organization assumes fiduciary responsibilities for this project as though it were a project of the Fiscal Sponsor.

Name of Organization

51.

Character Limit: 250

CEO/President/Executive Director/Superintendent

52.

Character Limit: 250

Address

53.

Character Limit: 250

Telephone and Extension

54.

Character Limit: 20

E-mail Address

55.

Character Limit: 254

Fiscal Sponsor Letter

56. On agency letterhead, upload a letter signed by the Executive Director indicating the following information:

- Willingness to administer the grant if awarded.
- Duration of time and nature of the cooperative relationship between the entities.
- List services and frequency that the fiscal sponsor will provide to the grant seeker, e.g., bookkeeping, payroll, benefits, space, grant reporting, reports to the IRS, etc.
- Fees for services charged by the Fiscal Sponsor to the grant seeker.

File Size Limit: 1 MB

Copy of the Financial Audit and Management Letter

57.

File Size Limit: 2 MB

58. Please secure a list of your Fiscal Sponsor's Board of Directors for the current year and upload it in question #61, in the "Additional Materials" section.

59. Please also secure a 3-year profit-loss statement from your Fiscal Sponsor and upload it in question #48, in the "Financial Information" section in the "Organization Financial Statements" question. An excel template is available within that question if you would like to download it and send it to your Fiscal Sponsor.

Copy of annual report

60. You may alternately provide the URL to the organization's online annual report in the text box below.

Character Limit: 1000 | File Size Limit: 1 MB

Additional Materials

Additional Materials Section

Current Board of Directors List*

61. Please upload a list of current Board members (indicate any members who are paid staff). How often does your board meet? Does 100 percent of your board contribute financially?

If you are working with a Fiscal Sponsor, upload your Fiscal Sponsor's list of current Board members here.

File Size Limit: 1 MB

This question is for churches only

The Foundation is only able to make grants to organizations that have obtained their 501(c)(3) tax-exempt status from the IRS. If you are applying for a church, please provide the Certificate of Continued Existence from the Ohio Secretary of State.

Certificate of Continued Existence

62.

File Size Limit: 1 MB

Non-Discrimination Policy*

63. Please upload your organization's Non-Discrimination Policy.

File Size Limit: 1 MB

Letters of Support or Memorandums of Understanding

64. For projects that involve collaborating with other agencies, please provide a letter of support or MOU from the key agencies involved. If providing multiple letters, combine them into one file and upload them together.

File Size Limit: 1 MB

Supplemental project materials

65. You may attach any other materials pertaining to your proposal here. This might include project brochures, newspaper articles, or links to the project's launch page. You may also paste a URL to supplemental information in the box below.

Character Limit: 10000 | File Size Limit: 5 MB

Grant Report*

66. If you received a grant in 2016, the Board will not consider your current application until you have submitted your grant report for the 2016 award. Please check one of the boxes below to indicate your understanding of this, and if applicable to you, attach your grant report for your 2016 grant award in the field below this question.

Choices

Yes, I will send in my grant report

I did not receive a grant in 2016 so I do not need to provide a grant report

2016 Grant Report

Click [here](#) for our grant report form. (2016 is the last year the Community Foundation will be using these forms, for grant awards in 2017 and moving forward we will assign grant reports through this online grants website).

File Size Limit: 1 MB