

GRANT APPLICATION TO THE COMMUNITY FOUNDATION FOR KETTERING

Application Deadlines: APRIL 15 and OCTOBER 15

Please complete the following. If you re-create this form as an electronic document, please ensure that all information requested is included. Sign and date your application at the bottom of this page. Please print or type.

Legal Name of Applicant Organization

Address of Applicant Organization

Contact Person Name

Title

() _____

Contact Person Phone

Fax

email address

Is your organization recognized as tax exempt under Section 501(c) (3) of the Internal Revenue Code? Yes _____ No _____ If no, please explain: _____

Project Title

Amount Requested

Total Project Budget

Duration of Project

Proposed Start Date

End Date

Project Summary:

Please summarize your proposal in the space provided. Include brief, but specific, information about the who, what, when, where, why, and how of your project.

Date (required)

Signature of chief executive officer/authorized official (required)

Print name and title

IN THE SPACE BELOW, PLEASE PROVIDE THE FOLLOWING BACKGROUND INFORMATION ABOUT YOUR ORGANIZATION.

1. Briefly describe the mission of your organization.

2. Briefly describe at least one other project or program that your organization has implemented.

On a separate paper, please fully describe your proposal and how it will benefit the Greater Kettering Community. Be as clear, complete and concise as possible. (Up to two pages addressing this description may be submitted.)

Include the following:

- Statement of purpose
- Local need for your project
- Measurable short-term and long-term outcome of this program/project and how outcomes will be measured.
- Target population
- Any collaboration with other organizations
- Evaluation, including criteria for the measurement of success
- Key personnel involved with this project and their qualifications

Provide a comprehensive budget for your project, listing all your sources of income and detailing all expenses. Please round all budget figures to the nearest \$100.

- Describe the dollar amount requested and the proposed timing of the needs.
- Other funds or gifts-in-kind that have been received or are under consideration for this project? Include source, amount, date committed, and conditions/purpose.
- If matching funds are anticipated, describe the source and certainty of those funds.
- If on-going funding is needed, describe the source for that on-going funding.

By submitting information and photos to The community Foundation for Kettering, you authorize the Foundation to use, reproduce and publish such information and photos and represent that you have the authority and appropriate releases to grant the Foundation the right to publish such information and photos.

YES

NO

Attach to this application form:

1. A copy of your IRS Tax Determination Letter 501(c (3) status designation and a copy of your most recent 990, if applicable.
2. List of your organization's current board of directors and officers
3. Letters of support from other organizations, if relevant
4. Any other documents that you believe will help establish your organization's credibility or help clarify your project, such as your most recent report to the community or annual report.
5. Upon request, your organization's current and/or upcoming year's budget (if different from your project budget) and your most recent monthly or quarterly financial statement.

Submit Applications to:

Community Foundation for Kettering
Grant Review Committee
c/o Lucy Baker
1401 S. Main St., Suite 100
Dayton Ohio 45409

For more information or inquiries about the grant process, call Lucy Baker at 937-225-9960, email lbaker@daytonfoundation.org or visit the Community Foundation for Kettering's Web site at www.cffkett.org

Application Deadlines: APRIL 15 and OCTOBER 15