



**CENTERVILLE
WASHINGTON
FOUNDATION**

Helping People
Help Our Community

THE CENTERVILLE-WASHINGTON FOUNDATION 2019 COMMUNITY IMPACT GRANT APPLICATION CHECKLIST

DUE JANUARY 04, 2019 BY 4:00 P.M.

Review this checklist as the first step in preparing your application, and once again before submitting your application to make sure it is complete.

- Your answers are limited to the space provided (do not expand the allotted answer space or add additional pages).
 - Your answers must be single-spaced in 12-point font.
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GRANT APPLICATION

- Please submit one (1) original Grant Application Form**, signed by the Executive Director/CEO and the Board Chair. This original copy should go to Centerville-Washington Foundation, P. O. Box 41125, Centerville, Ohio 45441, Attn: Grant Committee
- Please also submit your application via email as a Word document to cwfoundation45@gmail.com**. The emailed application must be received by 4:00 p.m. on the deadline date.

ATTACHMENTS: one copy of each of the following with mailed packet (not as email attachments)

- Attach your organization's 990 for the last complete fiscal year.
 - If you file a 990N or a 990EZ please complete schedule 4.1 on page 5 of the Impact Grant Application for that year.
- Attach a copy of your organization's last strategic plan.

To be considered, the application package must be complete according to this checklist. Applications must be postmarked on or before the deadline date. Incomplete or late proposals will not be reviewed. The Centerville-Washington Foundation's staff is NOT authorized to extend the application deadline.

**CENTERVILLE-WASHINGTON FOUNDATION
COMMUNITY IMPACT GRANT APPLICATION**

I. GENERAL INFORMATION

Organization Name:	Federal Tax ID#:
Mailing Address: City, State, Zip Code:	Executive Director/CEO Name and Title:
Organization Phone Number:	Executive Director/CEO E-mail Address:
Website Address:	Organization's Current Annual Budget:
Amount Requested from CWF:	Project/Program Budget:
Name and Title of Contact for this Grant:	Contact Phone Number and E-mail Address:
Purpose of Proposal: Please provide a brief, compelling statement that summarizes the scope of your project.	
<p>Program Area: Mark the ONE program area that best applies to this PROPOSAL:</p> <p style="text-align: center;"> <input type="checkbox"/> Arts & Humanities <input type="checkbox"/> Conservation/Environment <input type="checkbox"/> Education/Health <input type="checkbox"/> Civic Affairs <input type="checkbox"/> Social Services </p>	

II. PROJECT/PROGRAM DESCRIPTION

2.1 The Identified Need: Describe why this project is important to the Centerville-Washington Township area.

2.2 The Strategy: What is your strategy for improving the identified need described in 2.1?

What are the measurable short term and long term outcomes of this program/project and how will the outcomes be measured?

OUTCOME DETAILS	HOW WILL OUTCOME BE MEASURED?	SHORT-TERM (S) LONG-TERM (L)
1.		
2.		
3.		
4.		

2.3 Impact: How will your proposed strategy impact the Centerville-Washington Township community?

2.4 Collaboration: Will the organization collaborate with other organizations on this particular program/project? (If so, with whom and how?)

2.5 The Population and Geographic Region Served by This Program/Project: Describe the population (ethnicity, economic status, age, etc.) and geographical region that are the focus of the proposal, preferably using percentages, if available.

III. PROFILE OF YOUR ORGANIZATION

3.1 Overview of your organization, including the mission/purpose and age of organization:

FINANCIAL INFORMATION

4.1 STATEMENT OF REVENUE AND EXPENSE FOR MOST RECENTLY COMPLETED FISCAL YEAR

Time Period:

REVENUE/SUPPORT	
Corporate and foundation grants	
Government grants and contracts	
Contributions and other gifts	
United Way	
Program service fees	
Special events, fundraisers	
Other revenue (please list):	
Total Revenue	
EXPENSES	
Salaries, employee benefits and taxes	
Professional fees and/or client assistance	
Occupancy/rent	
Depreciation	
Development/marketing	
General operating expenses (please list):	
Total Expenses	
REVENUE LESS EXPENSES	

•Please summarize the organization’s total expenses as follows:

- Program Expenses \$ _____
- Administrative Expenses \$ _____
- Fundraising Expenses \$ _____

If expenses exceeded revenues, please explain. Accompanying one-page narrative welcome if additional explanation is warranted.

THE CENTERVILLE-WASHINGTON FOUNDATION

VII. ACKNOWLEDGEMENT OF THE CENTERVILLE-WASHINGTON FOUNDATION'S APPLICATION POLICIES

The Executive Director/CEO and Board Chair have reviewed this application and understand and assure that:

- The applicant is eligible for funding and requests support for activities eligible for funding. (Please see the Application Guidelines for details);
- The final program and financial reports for previous grants have been filed before submitting this application;
- This application is complete according to the *Community Impact Grant Application Checklist*;
- The Foundation reserves the right to review your application with community planning agencies, resource people, and/or other funding sources. This can occur when we think that their input would be helpful in assessing your proposal and its potential significance;
- The Foundation will notify applicants in writing of its decision. Grant recipients will need to return a signed grant acceptance document prior to the release of funds. Recipients also must agree to adhere to the terms of the grant throughout the grant period. A final program and financial report are required upon completion of the project;
- Grant awards generally are \$10,000 or less;
- This application is part of an open competition. Applications are selected for more detailed evaluation **based on the contents of this application form**. The applicant has clearly and completely described its mission, programs, populations served, request for funding, strategy and impact through anticipated outcomes on this form;
- Organizations that are declined may apply again by the next deadline, if they wish. Organizations that are funded are eligible to apply again after the grant funds have been paid and the final report has been submitted and approved; and,
- If an organization's final report is past due and no attempt has been made by the organization to extend the final report deadline, the organization will become ineligible to apply for a grant for a period of two years.

Executive Director/CEO/or Other Authorized Organization Representative **Date**

Board Chair or Other Board Representative **Date**

CONTACT PERSON FOR THIS GRANT:

Name Title

Phone Number and Extension E-mail Address