



The Broadview Heights Community Foundation Grant Application

Applicants are requested to submit one original and four (4) copies of their grant application form, including attachments to The Broadview Heights Community Foundation, P.O. Box 470374, Broadview Heights, Ohio 44147.

Please type or hand print neatly on your application.

Part I: Identifying Information

Name of Organization:

Organization's Mailing Address:

Organization's Contact Person:

Organization's Telephone No.:

Contact Person's Address and Telephone No:

What amount of grant monies is being requested?

Give a brief description of what these grant monies will be used for:

Briefly describe your organization:

Indicate the primary purpose of your project: (1) Human Services; (2) Youth or Adult Education and Recreation; (3) Arts and Culture; or (4) Historical and Environmental Enhancement.

Part II: The Project

Executive Summary. Describe in detail the project for which you are requesting grant monies, and the expected results of the project. Include (1) a brief (200 word) description of the activities to be conducted; (2) the group(s) served by the proposal including the number of people expected to participate; and (3) why the program is important to Broadview Heights. Please indicate specific and detailed estimates and descriptions, pictures (if applicable), and as much information as you can. Include any facts or other evidence to substantiate the importance of the program for Broadview Heights.

Population Served. Identify the intended beneficiaries of the program including the number of anticipated participants. Describe the extent to which the participants and/or beneficiaries would otherwise be less likely to participate in or have access to such an activity.

Expected Benefits. Provide an explanation of the intended results or benefits of the program for those who participate. Include evidence to demonstrate the effects or benefits of this or similar programs. Include a description of the community support for your project.

Grants received normally need to be used within one year of the award. If your project continues beyond one year, describe how you plan to continue support for your project (grant, donations, fees, etc.).

Does this project involve affiliation or collaboration with other agencies or organizations? Yes or No. If Yes, what other agencies or organizations are involved?

If you do not receive any Broadview Heights Community Foundation grant money or only a portion of what you're asking for, will you still go forward with your project? Yes or No. Explain.

Part III: The Budget

Please include detailed project budget information, both revenues and expenses. The budget must indicate how the Broadview Heights Community Foundation funds will be spent and over what period of time. Attach any documentation regarding the budget (narrative and detail). The budget should include revenues as well as project costs, administrative costs (salaries, benefits, personnel expenses), operational expenses (supplies, equipment, daily expense items), promotional costs (fund raising, advertising, marketing expense), and other costs.

Have you submitted a proposal for these funds to any other granting source? Yes or No. If yes, please describe the granting source and the amount received or anticipated to be received.

List major donors or pledges to this project.

Part IV: Additional Information

Have you had any pending or recent: (1) lawsuits challenging the propriety of your disbursements and /or the actions of your staff, volunteers or board members? and/or (2) publicity viewed as adverse or critical. If yes, please attach a summary of the circumstances.

Are you a 501(c)(3)? If yes, please attach the following documents: (1) information on your Board of Trustees; (2) copy of the 501(c)(3) determination letter; (3) annual report; and (4) financial statements for the past two years.

Authorized Signature

Print Name

Date