



Northern Ohio Golf Charities Foundation, Inc.

440 E. Warner Road Akron, Ohio 44319-1925
330.644.2299 phone 330.644.7187 fax

APPLICATION GUIDELINES FOR GRANT PROPOSALS

Please provide **14** copies, 8½" x 11", typed, **bound with staples or binder clips depending on amount of paper, do not use paper clips for the following (items I, II & III):**

- I. Grant cover sheet summarizing briefly the project and need, stating the amount of request, and signed by the President of the Board or Chairperson, and Director or contact person. Please provide a telephone number for the contact person. (See form titled Grant Cover Sheet.)

- II. Limit to three typed pages, and include the following (A – E):
 - A. Background of agency, including when formed, mission, major programs, population served, organization staff, list of trustees and officers.

 - B. Detailed, concise description of project, its total cost and amount of request, its purpose, background and duration, including:
 1. What is the specific problem and what population will be addressed?
 2. Why is it necessary for your organization to provide this service?
 3. How will it solve the problem?
 4. When it will begin and end?

 - C. List other requests for funding and include amounts:
 1. What other requests for funds have you made from foundations, business/corporations and/or government?
 2. What is the status of these requests?
 3. Is your organization a United Way organization? What percentage of your operating budget is funded?

 - D. Support and involvement:
 1. Do you have support and/or cooperation of other organizations or agencies?
 2. Are other groups presently providing this or similar services?
 3. How will the project continue when Foundation funding ends?

 - E. Report summarizing actual utilization of prior grant, if any, from Northern Ohio Golf Charities and to what extent prior objectives were met.

- III. Project budget (on a separate sheet).
 - A. Detailed income and expense budget for project, indicating amounts proposed for Northern Ohio Golf Charities funding.
 - B. What portion of expenses will be contributed by your organization?
 - C. Are other contributions assured?
 - D. Differentiate between cash and in-kind support.
- IV. Agency/Organization Budget

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One copy of the following must accompany application:

1. Tax-exempt letter from IRS verifying that your organization has **501 (C) (3) non-profit status.**
2. Current annual report.
3. Current financial statement compiled, reviewed or audited by a CPA firm (if not available, a 990).

GRANT REQUEST INFORMATION

- Grant applications must be completed by the organization making request.
- Grants are made only to organizations operating with a current 501 (C) (3) or similar qualified tax exempt status.
- Grants are not normally considered for operating expenses, salaries, feasibility studies and seed money.
- Grants are based on an annual evaluation of previously funded projects and new grant requests.
- The Foundation prefers to make one-time grants rather than multi-year commitments. Grants should not be assumed as a precedent for further support.

FUNDING CYCLE

Requests are accepted annually between **July 1st and September 30th**.