



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, collated and bound with staples or binder clips.
Do not use paper clips or folders.

- 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 and email address for the contact person. (See form titled Grant Cover Sheet.) Please do not attach a cover letter as the first page. Cover sheet **must be the first page** of your proposal.
- 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. ***For this project***, what other requests for funds have you made from foundations, business/corporations and/or government?
 2. What is the status of these requests?
 - 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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Four (4) copies of the following must accompany application:

- Current financial statement compiled, reviewed or audited by a CPA firm. If no *current* audited financials available please include an internal balance sheet and income statement for the preceding fiscal year along with most recent 990.

One (1) copy of the following must accompany application:

- Tax-exempt letter from IRS verifying that your organization has **501 (C) (3) non-profit status.**
- Current annual report if available.

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 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.
- To avoid dependence on the Foundation, the Foundation will not consider grant applications from organizations that have received funding in the prior 2 years.

APPLICATIONS ACCEPTED

Requests are accepted annually from **August 15 through September 30.**

Grant proposals must be **received** in our office by the last business day of September.

Our business hours are 8:30am to 4:30pm Monday through Friday.