

# GRANT APPLICATION

## MIDDLETOWN COMMUNITY FOUNDATION

Please use this page as a cover for your application, followed by information requested in the order specified. Proposals must be for programs serving residents of the Middletown Community Foundation service area (Franklin, Madison, Middletown, Monroe, Trenton) and fit within one of the Foundation's core Pillars. Please keep a copy of the complete application for your records. Original applications will not be returned.

**Middletown Community Foundation** considers grant applications three times per calendar year. Each cycle is dedicated to specific areas of interest to the Foundation. You may apply for funding according to the following breakdown.

- March 1 deadline = Arts, Recreation, Events/Festivals
- June 1 deadline = Education, Workforce Readiness, Economic Development, Capital Project
- September 1 deadline = Human Need

This application is for:

Education       Arts       Event/Festival        Sponsorship      Recreation   
Capital Project       Workforce Readiness       Economic Development       Human Need

Name of Organization: \_\_\_\_\_

**Important: Unless you are a governmental unit, a qualified church, or an entity covered by a group exemption, your name must be the same as on the IRS determination letter or you must submit documentation of your name change and notification to the IRS of that change.**

Address: \_\_\_\_\_ Date established \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

City, State, zip code: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Phone number: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_ Phone number: \_\_\_\_\_

Grant Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

### ABOUT THE PROJECT OR PROGRAM TO BE FUNDED

Title of Program/Project: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Implementation date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Number impacted: \_\_\_\_\_

In two or three sentences explain what the project or program is intended to accomplish, the benefits to the community and the activities that will lead to the desired outcome. If the request is for equipment, please explain how the purchase will benefit the community.

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Demographic Information:  
Please indicate % for each category.

Economic information:  
Below or near poverty level (Less than \$20,000): \_\_\_\_\_ Low income (\$20,000 – 44,999): \_\_\_\_\_  
Middle Class (\$45,000 – 139,999): \_\_\_\_\_ Upper Middle Class (\$140,000 – 149,999): \_\_\_\_\_

Age range:  
Infants/Babies: \_\_\_\_\_ K-12: \_\_\_\_\_ Children 5-14: \_\_\_\_\_ Youth 14 – 19: \_\_\_\_\_  
Adults: \_\_\_\_\_ 75+: \_\_\_\_\_

Gender:  
Male: \_\_\_\_\_ Female: \_\_\_\_\_

Ethnicity of those served:  
African American: \_\_\_\_\_ Asian: \_\_\_\_\_ Hispanic: \_\_\_\_\_ Native American: \_\_\_\_\_  
Caucasian: \_\_\_\_\_

**The organization has in its possession a currently valid IRS letter (attached as Supplemental Information #1) stating that your organization has been determined to be:**

- \_\_\_\_\_ an exempt IRC Section 501(c)(3) organization and has been classified as a public charity described in IRC Section 509 (a) (1), (2) or (3)
- \_\_\_\_\_ an exempt operating foundation described in IRC Section 4940 (d) (2)
- \_\_\_\_\_ an entity covered by a group exemption. (A copy of group exemption letter and documentation of your inclusion are attached.)
- \_\_\_\_\_ Our organization is a qualified church or governmental unit and therefore does not have a 501(c)(3) letter from the IRS. (Other documentation of this status is attached.)

**Supplemental Information #2:** Most recent Form 990. If the organization is not required to file form 990, please include most recent operating statement.

**Supplemental Information #3:** Your mission statement and roster of current trustees.

**Supplemental Information #4:** Enclose a narrative of no more than three pages answering the following:

- (a) What is the community need to be met?
- (b) How was this need determined?
- (c) How does this program fit the mission of the organization?
- (d) Who will be the primary beneficiaries if a grant is made?
- (e) If this is a collaborative effort, please list partners and describe collaboration.
- (f) Describe how the program will be evaluated for effectiveness.
- (g) How will the Middletown Community Foundation be recognized for support?
- (h) How will this program be funded?
  - a. If the grant is made, after grant money is expended.
  - b. If the grant is denied.

**Supplemental Information #5: USE OF FUNDS/Budget**

|                                     |       |
|-------------------------------------|-------|
| Total cost of project:              | _____ |
| Grant requested from Foundation:    | _____ |
| Other sources of funds and amounts: | _____ |
| _____                               | _____ |
| _____                               | _____ |
| _____                               | _____ |
| _____                               | _____ |

Expenditure of grant money: Please attach a line-item project budget showing all sources of income and all expenses for the project.

**Supplemental Information #6:** Signed Grant Agreement.

**Supplemental Information #7:** Marketing/Publicity Plan

**Supplemental Information #8:** Checklist

Submit this form to: Middletown Community Foundation 300 North Main Street, Suite 300, Middletown, OH 45042. Applicants should expect notification of application approval or rejection approximately 60 days after each deadline above. The Foundation will not pay expenses incurred before formal written notification is made to an organization.

Incomplete applications will not be accepted. Applications must be received by 5 pm on the due date of the Grant Cycle.

You may email the application in its entirety to [info@mcfoundation.org](mailto:info@mcfoundation.org)

# MIDDLETOWN COMMUNITY FOUNDATION

## GRANT AGREEMENT

The Governing body of \_\_\_\_\_(organization) hereby submits a proposal for funding to Middletown Community Foundation and agrees to the following conditions:

1. A policy of non-discrimination will be followed in all matters of employment, volunteer opportunities and the delivery of programs and services.
2. The grant, if made, will be used only for the purposes described in this grant proposal.
3. Requests for information/documentation from staff members of Grant maker will be met in a timely manner.
4. Any change in tax exemption or inability to complete the project as proposed will be reported to the Funder's staff in a timely manner.
5. If the request for funding is granted, we will acknowledge the funder's support in all publicity relating to this project.
6. If the above conditions are not met, unexpended grant money will be returned to the Foundation immediately upon a written request received from the Funder.

The applying organization hereby accepts and agrees to the terms and conditions of this agreement.

\_\_\_\_\_  
Signature, President of the Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Chief Executive Officer

\_\_\_\_\_  
Date

**Marketing/Publicity Plan**

**(This is NOT an optional part of the application. Even if your efforts are simply newsletter, social media or signage/flyer, you must provide some awareness of the gift on this page. Your application will not be accepted otherwise.)**

|  |  |
|--|--|
| <b>Title of Event/Program:</b>   |  |
| <b>Event Date:</b>   |  |
| <b>Venue:</b>  |  |
| <b>Expected Attendance:</b>  |  |
| <b>Event will benefit:</b>   |  |
| <p><b>Types of Promotion that will be utilized to promote the Middletown Community Foundation.</b></p> <p><i>(Please include copies of advertisements in the 9-month report)</i></p> | <p><input type="checkbox"/> <b>TV/Radio/Digital Media</b></p> <p><input type="checkbox"/> <b>Social Media</b></p> <p><input type="checkbox"/> <b>Newspaper</b></p> <p><input type="checkbox"/> <b>Billboard</b></p> <p><input type="checkbox"/> <b>Event signage</b></p> <p><input type="checkbox"/> <b>Website promotion</b></p> <p><input type="checkbox"/> <b>Flyers</b></p> <p><input type="checkbox"/> <b>Transit</b></p> |
| <b>\$ amount to be spent on Marketing/Promotion</b>  |  |

**Checklist – must be included in Application**

Please make sure all of the following items are attached to the application. An incomplete application will not be accepted.

- Supplemental #1 – IRS Letter
- Supplemental #2 – Form 990
- Supplemental #3 – Mission statement and Board Roster
- Supplemental #4 – Narrative
- Supplemental #5 – Project Budget
- Supplemental #6 – Signed Grant Agreement (Must be signed by the highest ranking official)
- Supplemental #7 – Marketing/Publicity Plan

If your grant is awarded your organization is required to submit a report 9 months from the date of the award.

Future applications will not be accepted if an organization has outstanding reports. Reports should be submitted through the Middletown Community Foundation website at [www.mcfoundation.org](http://www.mcfoundation.org) under the Grants tab. Thank you!

- I understand that if my organization receives a grant from the Middletown Community Foundation I am required to file a Grant Evaluation Report 12 mos.from the date of award. \_\_\_\_\_  
Initials here