



To: Prospective Grantee,  
From: Tallmadge Foundation  
Allocations Committee  
Re: Grant Application

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We are glad to offer you the opportunity to apply for a grant from the Tallmadge Foundation.

The information you will need to include on the attached application form will help the Allocation Committee make a decision regarding the possible funding of your project/program.

Please note that on the front page of the application form there is a signature required from your Administrator (example: director, president of the organization, building principal, etc.), in addition to your own signature. This signature ensures that appropriate administrative personnel are aware of the submission of your grant.

The deadlines for each grant cycle are January 15, April 15, July 15 and October 15. Your application must be post-marked by such date to be considered. There are three ways to submit your application:

1. Email the completed application to [tallmadge@tallmadge-foundation.org](mailto:tallmadge@tallmadge-foundation.org),
2. Mail the completed application to:  
Tallmadge Foundation, PO Box 62, Tallmadge, OH 44278, or
3. Submit the application via our online submittal form

You will be notified once the approvals are complete.

We offer the included checklist of criteria our Allocations Committee uses to help determine if your application meets the Foundation's mission. Please consider this carefully as you submit your application.

We wish you success in your endeavor.

Sincerely,

Helene Hussing  
Allocations Committee, Chair

# TALLMADGE FOUNDATION

## GRANT REVIEW CRITERIA

The Allocations Committee will review each application for the following:

### GENERAL GUIDELINES:

- No grants to individuals for personal benefit
- No grants for capital equipment, unless it is an imperative part of the whole project/program.
- No grants for operating budgets
- No grants for functions covered by tax dollars
- No grants for previously incurred debt

### ADDITIONAL PRIORITY:

- Innovative projects/programs to enrich learning and development
- Cultural events and fine arts projects/programs
- Seminars, workshops, lectures and symposiums
- Recreational projects/programs

### RUBRIC:

- 1) Is the proposed project consistent with the Foundation's mission? (20 points)
- 2) Is the statement of the proposed project clear? (5 points)
- 3) Are the objectives clearly stated? (10 points)
- 4) Are the procedures to be followed clearly described? Are the methods and needed materials specified? (10 points)
- 5) Is a tentative schedule/schedule of events, and completion date stated? (5 points)
- 6) Are the plans for evaluating the project clearly stated? Does the project/program have a degree of probability to accomplish its objectives within the parameters established? (10 points)
- 7) Is the budget request reasonable and sufficiently detailed? Is there evidence of fiscal responsibility and accountability? (10 points)
- 8) Does this proposal show evidence of becoming self-supporting or ceasing to exist after the goal is met? Is this a new project/program or similar to an on-going project/program? If it is an on-going project/program, does the proposal show a plan of sustainability? (10 points)
- 9) Is the proposed project/program unique to the community? Unique/innovative does not necessarily mean new technology. (20 points)

Based on the committee's recommendations, the Foundation will take one of these actions:

- Approve an application for funding
- Request grant applicant(s) provide additional information
- Ask the applicant to attend a review meeting
- Return the application with suggestions for resubmitting
- Reject the application.

The Allocations Committee will present their recommendations to the Tallmadge Foundation Executive Committee for approval. The Committee Chair will notify Grant awardees once the approvals are complete.

PO BOX 62, Tallmadge, Ohio 44278

*The Tallmadge Foundation is a 501c3 non-profit, charitable organization. Gifts to the Foundation are tax-deductible.  
Visit our website at [www.tallmadge-foundation.org](http://www.tallmadge-foundation.org)*

# TALLMADGE FOUNDATION

## GRANT APPLICATION

DATE: \_\_\_\_\_

### ORGANIZATION:

NAME OF ORGANIZATION: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### ADMINISTRATOR:

*(Example: director, president of the organization, building principal, etc.. )*

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

### PROJECT INFORMATION:

PROJECT TITLE: \_\_\_\_\_

DATE(S) OF PROJECT: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

PROJECTED COST: \_\_\_\_\_ AMOUNT REQUESTED: \_\_\_\_\_

AUDIENCE SERVED BY PROPOSED PROJECT:  
\_\_\_\_\_

### TERMS & CONDITIONS:

Grants are subject to the following terms and conditions: grantees must use the grant only for the purpose described in the grant application, subject to any additional conditions set forth in the grant award letter. Grantees must complete the project/program and use the grant funds within 13 months after the date of the award letter. Upon completion of the project/program, grantee must submit a follow-up report and return any unexpended funds within 6 weeks of such completion. Grantees must notify the Foundation immediately if they cannot perform in accordance with the terms of the grant, materially change their mission or activities. In these circumstances, grantees may be required to return the grant. If awarded a grant, the organization gives the Tallmadge Foundation permission to use organization names and logos in their marketing and promotional materials, including but not limited to, print and online.

We affirm that all information contained herein is accurate and agree to the Terms & Conditions set forth.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### FOUNDATION USE ONLY:

APPROVAL: YES \_\_\_ NO \_\_\_

\_\_\_\_\_  
Allocation Chair

\_\_\_\_\_  
Foundation President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

PO BOX 62, Tallmadge, Ohio 44278

www.tallmadge-foundation.org ♦ Email: tallmadge@tallmadge-foundation.org ♦ Facebook.com/tallmadgefoundation ♦ LinkedIn:  
<https://www.linkedin.com/groups/Tallmadge-Foundation-8271785/about>

# TALLMADGE FOUNDATION

**PROJECT/PROGRAM MISSION ABSTRACT:**

Explain how your proposal will fit the Tallmadge Foundation's Mission Statement.

**PROJECT/PROGRAM OUTLINE:**

Specifically outline the scope, objectives and steps to completion of your proposal.

# TALLMADGE FOUNDATION

## FINANCIAL INFORMATION:

Are there any other applications pending for this proposal? YES \_\_\_ NO \_\_\_

If YES, indicate below how many applications are pending and for what amount. Elaborate, if necessary.

# of Applications: \_\_\_\_\_ Amount requested: \$ \_\_\_\_\_

## BUDGET:

Show your project/program budget. Be as specific as possible.

(Example: honorarium, audio video needs, room rental, advertising, etc.)

# TALLMADGE FOUNDATION

**EVALUATION PROCEDURE:**

Indicate how you will evaluate the success of your project/program.