

Springfield Foundation Grant Application Instructions 2016

The Springfield Foundation Grant Application is an online format, and can be accessed at www.Springfieldfoundation.org. You must log in to create a user name and password in order to preview the application. You must respond to a Pre-Qualification test before you can proceed to the Grant Application. You may save your work and return to the application at any time. When finished, click "Submit" to complete your application.

Deadlines: The Grant Application is to be submitted to the Springfield Foundation no later than **5:00 p.m. August 15, 2016** for consideration for program funding in 2017.

Delivery: Only on-line applications will be accepted and **must reach the Foundation by the stated deadline.**

Timeline:

1. The Springfield Foundation uses a one-step process; there is no Letter of Inquiry.
2. After your application is submitted it will be reviewed by Staff. You will be contacted by email or phone if there are questions, or if a site visit or additional information is required.
3. Committee review of Grant Applications will take place in September and October. We do not schedule interviews with applicants but, again, may contact you for clarification or information.
4. Committee decisions are ratified by the Springfield Foundation Board of Trustees in December.
5. You will receive notification of awards/declines by the end of November. Please note, awards are tentative until final approval by the Board of Trustees at the December board meeting. Should there be a change you will be notified.
6. Grant Agreements are sent to funded organizations and must be signed and returned by the due date indicated.
7. Checks are mailed to organizations by the end of January, unless requested at a later time.
8. The funding period is January 1, 2017 through December 31, 2017.
9. Reporting is due to the Springfield Foundation in July and December of the funding year.

Strategies for Grantseekers:

1. **Do your research** to determine whether the foundation's goals and objectives for grant-making are consistent with your grant request. Most of this information is available on the Foundation's website (www.springfieldfoundation.org), and by reading the Foundation's *Grant Guidelines*.
2. If this is a new project, or the organization has not applied for Springfield Foundation funding in the past three years, contact the Director of Grants and Scholarships to discuss the program prior to completing the *Grant Application*.
3. Your responses are limited by number of words, and must not exceed the maximum space available.
4. If a question is not applicable to your grant request, mark the field "N/A". The program will not allow you to submit your application if fields are blank.

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5. Submit the application electronically as instructed above.
6. After submitting the grant application **print or download a copy of the completed application** for your records. You will not be able to access the application after the stated deadline.
7. **Do not** include any materials other than those specifically requested at this time.
8. When completing the online application, you are strongly encouraged to type your answers to essay questions in a word processing document, then copy and paste into the application field. Be sure to save your work each time you return to the application.
9. You will have limited ability to change the formatting of your narrative answers. Please keep answers brief, and be specific when providing information.

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Instructions for completing the Application:

Section One (General Information): Provide contact and organizational information as requested.

1. Indicate the full legal name of the organization. If the organization is doing business in a different name, or has changed its name, list these.
2. Provide the physical address of the organization and the mailing address if different from the physical address.
3. Provide the telephone number of the organization.
4. Provide the name and title of the organization's Executive Director.
5. Enter the name, title, phone number and email address of the Contact Person for this proposal. The contact person identified here should be the most knowledgeable person about the grant request and will receive all information about grant decisions and reporting requirements.
6. Provide your Tax Exempt ID number (also known as the EIN). If you are working with a Fiscal Sponsor, enter the Sponsor's EIN here.
7. Attach the organization's IRS Letter of Determination or other letter or statement if the organization is a governmental agency or church that does not have an IRS Letter of Determination.
8. If the organization is a 509 (a)(3) Supporting Organization, indicate whether it is Type I, Type II or Type III.
9. If the organization has an agreement with a Fiscal Sponsor, list the name of the Sponsor and attach a letter from the Sponsor acknowledging the relationship.

Section Two (Organizational Background):

Provide information about your organization, as requested:

1. Introduction: Provide a clear, concise description of the organization, its goals, purpose and significant accomplishments. (Limited to 200 words.)
2. Briefly describe the organization's main programs, projects or activities. (Limited to 100 word.)
3. Provide the organization's top three funding sources and the percentage of support provided by each source. (i.e., Department of Jobs and Family Services 50%, Individual Contributions, 30%, United Way 20%.)
4. Provide the name of the Board President.
5. Describe the Board's meeting frequency (i.e., monthly, quarterly, as needed).
6. Describe the duties expected of Board Members. This could include, but is not limited to: developing policy, supervision of paid staff, provide volunteer assistance to the organization, determine the organization's strategic direction (Limited to 75 words).
7. Attach a list of Board members including names, professional affiliations, county of residence, and board offices held.

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8. Indicate whether or not a finance professional is affiliated with the organization. (i.e., a staff member, a board member or a contracted finance professional that advises and oversees the financial decisions of the organization.)
9. Indicate if the organization has an endowment and provide the size of the endowment.
10. Respond to the two questions about previous grant applications to the Springfield Foundation.
11. Choose the **Type of Request** - Program, Project, Capital Project or Operating.

Section Three – (Program/Project Description or Reason for Operational Request)

Be sure you understand the Springfield Foundation's grant-making priorities and restrictions before you complete this section.

This section differs depending on the type of request being made.

For program, project or capital requests provide the following information:

1. Provide the title of the program/project
2. Briefly and clearly describe the program/project. (Limited to 250 words.)
3. Indicate if this is a new or continuing program for the organization.
4. Indicate the total amount needed (projected budget) for the program/project in 2017.
5. Indicate the amount of funding you are requesting from the Springfield Foundation.
6. Describe the problem you will address, or the benefit you will provide with this program/project. Include details and data such as changes in community demographics, underserved or unmet needs, new initiative, etc. (Limited to 100 words.)
7. Briefly describe the population that will be served by this program/project. (Limited to 50 words.)
8. Indicate how many will participate and/or benefit from this program/project.
9. List the names and/or positions of those who will staff this program/project.
10. Describe why this program/project is the most effective to address the needs of the population that you serve. (Limited to 250 words.)
11. Provide a timetable of activities within the one-year grant period. (Limited to 200 words.)
12. Describe how you will partner or collaborate with other community organizations on this program/project. (Limited to 150 words.)
13. Specify your plans for continuing the program/project beyond the grant period. How will you continue to fund the program/project? (Limited to 75 words.)

For operating requests provide the following information:

Describe the biggest operational challenges the organization is facing and what you are doing or plan to do to address these challenges. Describe how funding from the Springfield Foundation will help you work toward addressing these challenges. (Limited to 500 words.)

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Section Four – Evaluation and Results

This section differs depending on the type of request that is being made.

For **program, project or capital requests** provide the following information:

List at least one, but not more than three, desired outcomes that you expect from the proposed program, project or capital request. Itemize the activities that will lead to each outcome, the way you will measure your success, and your expected results. Provide desired outcomes that you can expect to achieve given the one-year duration of the grant period. You will be expected to report progress toward these outcomes in Interim and Final Reports to the Springfield Foundation.

1. The desired outcomes of the funded activity are the results you desire from the funded program or project. Describe what you hope to accomplish through this program or project.
2. Specific activities should be listed that will help you reach your outcome. Refer to the examples given in the following charts.
3. Describe the measurement tool(s) you will use to gauge progress toward your stated outcomes.
4. Indicate your desired results toward the outcomes in the funding period.

Example (Program or Project for a Tutoring Program):

Outcome #1: Elementary school students will have improved reading skills.

Activities Supporting Outcome #1: Tutors will work with students individually. Parents will be involved in their children's literacy training. Students will receive rewards for progress.

Describe the Outcome Measurement for Outcome #1. Improvement will be measured by frequent testing of reading skills.

What are your desired Results for Outcome #1? At least 10 students will show improved reading skills within 4 months.

Outcome #2: Students will have a more positive attitude toward school.

Activities Supporting Outcome #2: Students will receive positive reinforcement for their work. Parents will get "good news" reports about their children's work and behavior at school.

Describe the Outcome Measurement for Outcome #2. Student attitude toward school will be measured through teacher observation.

What are your desired Results for Outcome #2? Office referrals for behavior problems will be reduced by 20%.

Outcome #3: Students will experience generalized success in school.

Activities Supporting Outcome #3: Students will use their new reading skills across the disciplines.

Describe the Outcome Measurement for Outcome #3. Generalized success of students will be measured by review of grade reports.

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What are your desired Results for Outcome #3? The average grades of students who participate in the program will improve by 30%.

For **operating requests** provide the following information:

List one to three desired outcomes that you expect to accomplish from receiving a grant for operational support. Think about the challenge you described in Section 3. What do you hope to achieve with additional operational support? Itemize the activities that will lead to each outcome, the way you will measure your success, and your expected results. Provide desired outcomes that you can expect to achieve given the one-year duration of the grant period. You will be expected to report progress toward these outcomes in Interim and Final Reports to the Springfield Foundation.

Examples (Operating Activities):

Outcome #1: We will sustain our programming.

Activities Supporting Outcome #1: Hold donor cultivation events. Develop a legacy giving program.

Describe the Outcome Measurement for Outcome #1. Keep track of contributions made by those who attend events. Track people who make a commitment to a legacy program.

What are your desired Results for Outcome #1? Private donations will increase by 10%. 5 new legacies will be committed.

Outcome #2: The organization will update its strategic plan.

Activities Supporting Outcome #2: Hold a Board Retreat. Align all programs with the strategic plan.

Describe the Outcome Measurement for Outcome #2. Pre and Post-Retreat surveys.

What are your desired Results for Outcome #2? 90% of the Board and Staff will report satisfaction with the retreat.

Section Five –Funding Plans

Please provide information about your funding plans. The required financial information differs slightly for program/project requests versus operating requests and is outlined below. You will be contacted for other financial information, if it is necessary.

For **program, project or capital requests** provide the following information:

1. Indicated if you have or will be applying for funding from other sources and list other funders who will be or have been approached for support of this current proposal. In your list, indicate the amount of each request and whether each is “to be submitted”, “pending”, “funded” or “declined”.
2. Indicate whether or not this is a long-term or multi-year program/project. If this is a long-term or multi-year, indicate your future funding plans for sustaining the activity over time.
3. Provide the fiscal year-end date of the organization.
4. Provide the Required Financial Attachments.

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- a. A proposed program or project budget for the entire 2017 grant period.
 - i. If the organization has a budget format in place, you may submit the proposed budget in the current format or,
 - ii. If you prefer, you may use the Springfield Foundation budget format, which is available at www.springfieldfoundation.org. If you choose to use the Foundation's budget format, please leave the Actual column blank at this time.
 - b. A Revenue/Expense statement for the organization's most recently completed fiscal year.
 - c. A Statement of Financial Position (Balance Sheet) for the organization's most recently completed fiscal year.
5. If you would like to provide a narrative explanation for any budget or financial items, use the space provided. (limit 125 words)

For **operating requests** provide the following information:

1. Provide the amount of funding you are requesting from the Springfield Foundation with this application.
2. Indicated if you have or will be applying for funding from other sources and list other funders who will be or have been approached for support of this current proposal. In your list, indicate the amount of each request and whether each is "to be submitted", "pending", "funded" or "declined".
3. Provide the fiscal year end date of the organization.
4. Provide the Required Financial Attachments.
 - a. Proposed 2017 Operating Budget for the organization.
 - b. Revenue and Expense statement for the organization's most recently completed fiscal year.
 - c. Statement of Financial Position (Balance Sheet) for the organization's most recently completed fiscal year.
5. If you would like to provide a narrative explanation for any budget or financial items, use the space provided here. (limit 125 words)

If any information should change before Grant Awards are announced, contact the Springfield Foundation to discuss.

Questions? Contact: Suzie Carey, Director of Grants and Scholarships, The Springfield Foundation, 333 North Limestone Street, Suite 201, Springfield, OH 45503; (937) 324-8773, susan@springfieldfoundation.org.

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GLOSSARY

Affiliate Organization – A charitable entity that undertakes a formal arrangement with a partner serving a charitable need.

Capital Request – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment.

Corporate Grants – Financial support given to nonprofit organizations through varied types of charitable efforts of for-profit entities.

Endowment Funds – A permanent fund whose income is to be used for a specific, charitable purpose.

Federated Campaigns – Funds contributed from a variety of sources and dispersed broadly throughout the community. The best known federated campaign is the United Way.

Fiscal Sponsor – A Fiscal Sponsor is a nonprofit, tax-exempt organization that acts as a sponsor for a project or group that does not have its own tax-exempt status.

Foundation Grants – Financial support given by a public or private charitable organization to further charitable efforts.

Government Grants – Financial support given by a unit of government to charitable organizations.

In-Kind Support – A contribution of equipment/materials, time, and or services that the donor has placed a monetary value on for tax purposes.

Methodology – A sequence of activities needed to accomplish the program objectives.

Operational Support – A grant given to cover an organization's day-to-day expenses such as salaries, utilities, office supplies, etc.

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Outcomes – The changes in (or benefits achieved by) individuals or communities due to the existence of programs, projects or activities. This may include changes to participants' knowledge, skills, values, behavior, or condition of status. In general, outcomes are described in quantitative or qualitative terms.

Quantitative (or Measurable) outcomes are changes or benefits that can be measured or counted and expressed with a numerical value. For example, 30 of the 40 third-grade students participating in the literacy program will increase their reading level by one grade level.

Qualitative outcomes are changes or benefits that refer only to the characteristics of something being described, rather than exact numerical measurement. Qualitative changes can be observed (or detected through the senses) and are generally described in a narrative form. For example, the mother of a student participating in the literacy program stated that her daughter no longer feared reading aloud in class now that she could read at the same level as her classmates.

Program – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

Project – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within a specified time period. (A successful project may become an ongoing program.)

Sponsorship – A cash or in-kind payment to an organization in return for a marketing benefit (i.e., signage, television, radio, print or online advertising, etc.) or an entertainment opportunity.

Supporting Organization – Charities that carry out their exempt purposes by supporting other exempt organizations, usually other public charities. The key feature of a supporting organization is a strong relationship with an organization it supports. Examples of supporting organizations are University endowment funds and organizations that provide essential services for hospital systems. Supporting Organizations have a 509(a)(3) status and are classified as Type I, Type II or Type III. For more information about supporting organizations, visit www.irs.gov.