Grant Application Instructions

The Springfield Foundation Grant Application is an online format and can be accessed at www.springfieldfoundation.org/grants/opportunities. To preview the application you must create a user name which is your email address and password. Please note that correspondence about your application is sent via your user name so do not use someone else's email unless you want correspondence to go to them. If you have previously applied please login with the same user name and password you previously used.

When are the applications due?

Online applications and all required documents are due no later than **5:00 p.m. August 16, 2019.**

What is the delivery method of applications?

Only on-line applications will be accepted and must be submitted to the Foundation by the stated deadline.

What is the timeline?

- The Springfield Foundation uses a one-step process; there is no Letter of Inquiry.

- 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.

- Committee review of applications will take place in October/November. We do not schedule interviews with applicants, but we may contact you for clarification or additional information.

- 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.

- Grant Agreements are sent to funded organizations and must be signed and returned by the due date indicated.

- Checks are mailed after Board approval and receipt of signed Grant Agreement unless requested at a later time.

- The funding period is January 1, 2020 through December 1, 2020.

- Reporting is due to the Springfield Foundation in July and December of the funding year unless otherwise indicated in the grant agreement.

Strategies for Grantseekers

- Review the Foundation's requirements particularly the goals and objectives found under the funding initiatives tab of the website to determine whether they are consistent with your grant request. All of this information is available on the Foundation's website (www.springfieldfoundation.org) and by reading the Foundation's *Grant Guidelines*.
- If this is a new program or project, or if the organization has not applied for Springfield Foundation funding in the past three years, contact the Director of Grants and Scholarships to discuss your proposal prior to completing

the Grant Application. A site visit may be required. This is an important first step that will avoid unnecessary work on the part of the applicant. Once it has been determined that the proposal meets the grantmaking guidelines and priorities of the Springfield Foundation, you will be invited to submit an application.

- 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.
- Submit the application electronically as instructed above.
- 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.
- Do not include any materials other than those specifically requested at this time.
- When completing the online application, you are strongly encouraged to type your answers to narrative 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. You can only copy and paste by using Ctrl C and Ctrl V.
- You will have limited ability to change the formatting of your narrative answers. Please keep answers brief, and be specific when providing information.

Instructions for completing the Application:

Section 1—Instructions

These are general instructions and information pertaining to the Springfield Foundation application process.

Section 2— Organizational Information

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

1. Indicate the name of the organization. Provide the legal name if different.   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 and the website of the organization.

4. Provide the name of the organization's Executive Director or CEO.

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. Enter the date the organization was established.

7. 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.

8. Choose the type of charity the organization is classified as.

9. If the organization has an agreement with a Fiscal Sponsor, list the name and address of the Sponsor and attach a letter from the Sponsor acknowledging the relationship.

10. For new applicants or those who have not applied in the past 3 years, attach the organization's IRS Letter of Determination. If the organization is a governmental agency or church that does not have an IRS Letter of Determination attach a letter or statement on organizational letterhead indicating your nonprofit status.

(Organizational Background)   This gives the Foundation some history and background about the organization and it's purpose.

1. Provide a brief summary of your organization's history including your main programs, projects or activities. (Limited to 250 words.)

2. Provide the organization's mission statement. (Limited to 75 words.)

3. List 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%.) (Limited to 50 words.)

4. If you are making a request for general operating support, you will briefly describe the population that your organization serves (Limited to 50 words), how many individuals are served, and the metric used to measure the number you serve. (Limited to 50 words.) You are also asked to explain how the organization partners or collaborates with other community organizations. (Limited to 150 words.) For program/project requests these questions will be completed in Section 3.

5. Enter the number of Full-time paid employees and the number of part-time paid employees.

6. Enter the number of Volunteers.

7. Enter the number of Board members.

8. Provide the name of the Board President.

9. Describe the Board's meeting frequency (i.e., monthly, quarterly, as needed).

10. List 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 50 words).

11. Attach a list of Board members including names, professional affiliations, county of residence, and board offices held.

12. Indicate whether or not a finance professional is affiliated with the organization and provide their name (i.e., a staff member, a board member or a contracted finance professional that advises and oversees the financial decisions of the organization).

13. Indicate if the organization has an endowment and provide the size of the endowment.

14. Answer the question about previous grant applications to the Springfield Foundation.

Section 3 – Reason for Request

1. Choose the Type of Request - Program, Project, Capital Project, Operational Support (operational support is only a choice when using the operational support application.)

 The other questions in this section differs depending on the type of request being made. **(Instructions for Section 3 for General Operating requests follow after the program/project/capital instructions.)**

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

2. Provide the title of the program/project

3. Indicate if this is a new or continuing Program/Project for the organization.

4. Indicate if this is a long-term or multi-year program or project.

5. Briefly and clearly describe the program/project for which you are requesting grant funding from the Springfield Foundation. In your description be sure to provide either the names or positions of those who will staff the program/project and describe how the organization will partner or collaborate with other community organizations.   (Limited to 400 words.)

6. Describe the problem that will be addressed or the benefit provided by the program/ project. (Limited to 150 words.)

7. As briefly as possible, describe the population that your organization serves (Limited to 50 words), how many individuals are served, and the metric used to measure the number you serve. (Limited to 50 words.)

8. Indicate the total cost of providing this program/project and how much funding you are requesting from the Springfield Foundation.

9. Indicate if the organization is applying or will apply for program/project support from other sources and provide a list of up to 5 additional sources and indicate the amount and status of each request.   i.e. submitted, pending, secured, or declined. (Limited to 150 words.)

10. Tell us how the program/project would be impacted if the Springfield Foundation granted partial funding or no funding at all.

For general operating requests provide the following information:

1. Describe how a grant for operational support will impact the organization's efforts to increase capacity, to improve service delivery, to enhance fundraising or to improve your operations. (Limited to 400 words.)

2. Indicate the total operating budget for the organization. and the amount of operational support you are requesting from the Springfield Foundation.

3. Indicate if the organization has or will apply for operational support from other sources. If answering yes, provide a list of up to 5 additional sources and indicate the amount and status of each request. i.e. submitted, pending, secured, or declined.

Section 4 – 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.

Examples (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.

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** List two to three organizational goals you are trying to achieve and describe how operational support from the Springfield Foundation will contribute toward your reaching these goals.

You will be asked to report progress toward these goals in Interim and Final Reports to the Springfield Foundation.

Examples (Operating Activities):

Goal #1: We will sustain our programming.

Activities; Hold donor cultivation events. Develop a legacy giving program.

Measurement: Keep track of contributions made by those who attend events. Track people who make a commitment to a legacy program.

Desired Results: Private donations will increase by 10%. 5 new legacies will be committed.

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

Activities : Hold a Board Retreat. Align all programs with the strategic plan.

Measurement: Pre and Post-Retreat surveys.

Desired Results: 90% of the Board and Staff will report satisfaction with the retreat.

Section 5 –Financial Information and Attachments

Please note that the Revenue and Expense Statement and Statement of Financial Position that you attach should be for the organization's most recently completed 12 month fiscal period. Audited information is not a requirement.

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

1.   Provide the fiscal year-end date of the organization.

2.   Provide the Required Financial Attachments.

     a.   A Statement of Financial Position (Balance Sheet) for the organization's most recently completed fiscal year.

     b.   A Revenue/Expense statement for the organization's most recently completed fiscal year. You may use your own report or the Foundation's **Organization Revenue Expense Statement Form** located on the grants resource page of the website.

    c. A proposed program or project budget for the entire grant period. (This should show the complete cost of providing the program/project to the community.)

        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.

If you would like to provide a narrative explanation for any budget or financial items, use the space provided. (limit 150 words)

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

1. Provide the fiscal year-end date of the organization.

2. Provide the Required Financial Attachments.

    a. A Statement of Financial Position (Balance Sheet) for the organization's most recently completed fiscal year.

    b. A Revenue/Expense statement for the organization's most recently completed fiscal year. You may use your own report or the Foundation's **Organization Revenue Expense Statement Form** located on the grants resource page of the website.

    c. The total current Operating Budget for the organization.

If you would like to provide a narrative explanation for any budget or financial items, use the space provided here. (limit 150 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.

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.

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.