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 username which is your email address and password. Please note that correspondence about your application is sent via the username. Please 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 username 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 14, 2020.**

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, 2021 through December 1, 2021.

- All grantees are required to submit a final Grant Report due December 6, 2021. Please note, first time grantees are also required to complete a mid-term grant report that is due by July 1, 2021. The grant reports will be available on the Foundation's website. (Failure to complete grant reports will make you ineligible to receive future funding from the Springfield Foundation.**)**

What are some strategies for grant seekers?

- Review the Foundation's requirements. 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 first-time request or your organization has not applied for Springfield Foundation funding in the past three years, please be aware that you may be contacted for additional information other than what is required in this grant application or a site visit may be required.

- When writing your narrative answers do not assume that everyone on the review committee is familiar with your organization and the programs you provide.

How do I complete the online grant application?

General Instructions

- If a question is not applicable to your grant request mark the field "N/A". For questions with an asterisk (*), the program will not allow you to submit your application if fields are blank.

- Be sure to click Submit when your application is complete. If you do not click submit, the application will show as incomplete and will not be considered.

- 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.
- No other materials other than those specifically requested in the grant application should be submitted.

- When completing the online application, you are strongly encouraged to type your answers to narrative questions in a word processing document, and 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.

Step-by-step Instructions

Section 1—Instructions
These are general instructions and information pertaining to the Springfield Foundation application process.

Section 2— Organizational Information

(General Information)
1. Provide the Organization name. (This name will be used for grant checks.)
2. If the organization name has changed, provide the previous name.
3. Provide the mailing address of the organization. (This is where you wish for correspondence and checks to be mailed.)
4. Provide the physical address of the organization if different than the mailing address.
5. Provide the telephone number of the organization.
6. Provide the website if the organization has one.
7. Provide the name of the organization's Executive Director or CEO.
8. 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.)
9. Enter the date the organization was established.
10. Provide the Tax-Exempt ID number for the organization (also known as the EIN). If you are working with a Fiscal Sponsor, enter the Sponsor's EIN here.
11. Choose the type of charity the organization is classified as.

12. 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.
13. 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)
1. Provide the organization's mission statement. (Limited to 75 words.)
2. Enter the number of Full-time paid employees, the number of part-time paid employees, the number of volunteers and the number of board members.
3. Attach a list of Board members including names, professional affiliations, county of residence, and board offices held.
4. Provide the name of the Board President.
5. Choose how often the board meets. If selecting other, indicate how often.
6. Choose from the list all of the duties expected of board members. (You may select more than one.) If selecting other, please list other duties.
7. Indicate whether or not a finance professional is affiliated with the organization and provide their name and title (i.e., a staff member, a board member or a contracted finance professional that advises and oversees the financial decisions of the organization).
8. Indicate if the organization has an endowment and provide the size of the endowment.

Section 3 – Reason for Request
(Request Description)
1. Choose the Type of Request - Program, Project, Capital, Operational
2. Provide the program/project name. (If this is an operational request enter Operational Support as the name.)
3. Indicate if this is a new Program/Project for the organization.
4. Indicate if this is a long-term or multi-year program or project.
5. Select the focus area for this request. You may only select one answer. (Refer to the Foundation's funding initiatives to help determine the focus area)
6. List one or more of the Foundation's goals the request will address based on the focus area you selected. (If the request does not address one of the foundations goals, please indicate such.)
7. Briefly and clearly describe the program/project for which you are requesting grant funding and tell us why it is important for the community you serve. In your description provide either the names or positions of those who will staff the program/project (Limited to 400 words.)
8. Briefly describe the population or demographic that will be served by the program or project. (Limited to 50 words)
9. Enter how many individuals will be served during the one-year, January – December grant period. (numerical answer).
10. Explain the metric used to measure the number serve. (Limited to 50 words.)
11. Explain how you partner or collaborate with other community organizations. (Limited to 200 words)
12. Indicate the total cost of providing this program/project and the amount of funding that you are requesting from the Springfield Foundation.
13. Provide a list of no more than 5 other funders who will be or have been approached to support this activity and provide the amount of each request and whether it is "to be submitted", is "pending", or is "funded". within the one-year grant period.

14. Tell us how the program/project would be impacted if the Springfield Foundation granted partial funding or no funding at all. (Limited to 150 words)

Section 4 – Evaluation and Results

List at least one, but not more than three, desired outcomes that you expect from the proposed program, project, capital or operational 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%.

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 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.

<u>What are your desired Results for Outcome #2:</u> 90% of the Board and Staff will report satisfaction with the retreat.

Section 5 –Financial Information
(Required Financial Attachment)

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 <u>12-month</u> fiscal period. Audited information is not a requirement.

1. Provide the fiscal year-end date of the organization.
2. Attach the Statement of Financial Position (Balance Sheet) for the organization's most recently completed fiscal year.
3. Attach the Statement of Activities (Revenue/Expense statemen) 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.)
4. Attach the complete Program/Project Budget. (We want to see the full costs associated with providing the program/project not just the portion of costs that would be covered by a Springfield Foundation grant.) <u>For an operational grant request, attach your operating budget here.</u> (If the organization has a budget format in place, you may submit the budget in the current format or you may use the Springfield Foundation budget format, found on the website. If you choose to use the Foundation's budget format, please leave the Actual column blank at this time.)
5. If you would like to provide a narrative explanation for any budget or financial items, use the space provided. (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.