

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 13, 2021**. *Internet or technology problems may arise, and you are highly encouraged to submit your application in advance of the due date.*

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. *If you do not have access to a computer or internet, please contact the Director of Grants and Scholarships for help.*

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.
- If your application is ineligible, you will receive notification by email.
- 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 by an officer of the organization and returned by the due date indicated.
- Checks are mailed after Board approval and receipt of signed Grant Agreement unless requested later.
- The funding period is January 1, 2022 through December 31, 2022.
- In general, the Springfield Foundation requires Grant Summary Reports* to be submitted twice a year. The first is due to the Foundation July 1 and should update us on the progress of your funded project. The second report is due by December 1 and should be a final report. If the Springfield Foundation has a long-term relationship with an organization reporting requirements may be different. Reporting requirements and dates are included in the Grant Agreement. Please be sure to put the due dates on your calendar. If you do not submit your reports, we will not be able to provide future funding until you have provided your reports.

What are some strategies for grant seekers?

- Review the Foundation's requirements. All 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.
- Attend a grant information session to learn more about the grant process and ask questions. Dates and registration for grant information sessions can be found on the website under Grants/Workshops. If you are unable to attend a scheduled session you may view a recorded session. A link will be available on the website after the scheduled dates.
- When writing your narrative answers do not assume that everyone on the review committee is familiar with your organization and the programs you provide.
- We recommend submitting your grant application at least 1 day before the due date. Technology or internet issues often occur, and we do not make exceptions if these issues prevent you from submitting your application by the due date and time.

How do I complete the online grant application?

General Instructions

- Questions with an asterisk (*) are required, the program will not allow you to submit your application if these fields are blank.
- 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.
- No other materials other than those specifically requested in the grant application should be submitted.
- 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.

Step-by-step Instructions

Section 1—Instructions

These are general instructions and information pertaining to the Springfield Foundation application process which is also found in the grant-guidelines and other documents.

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 year 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 Fiscal 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 Fiscal Sponsor, written on their letterhead, 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 100 words.)
2. Attach the organization's board approved Diversity, Equity, and Inclusion statement.
3. 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.
4. Complete and attach the Board member listing form which is found on the Foundation's website with the other grant application materials. The information we request includes: Name, professional affiliation, race/ethnicity, County of Residence, Current board office held if any, number of years on the board.
5. Provide the name of the Board President.
6. Choose how often the board meets. If selecting other, indicate how often they meet.
7. Choose from the list all the duties expected of board members. (You may select more than one.) If selecting other, please list other duties.

8. Indicate whether 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). If your answer yes, provide their name and title.
9. Indicate if the organization has an endowment. If you answer yes, provide the current amount 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 title.)
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. The six focus areas are Arts & Culture, Civic Affairs, Education, Environment, Conservation, & Animals, Health, and Human Services. 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 your 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. 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 the names or positions of those who will staff the program/project and the program/project timeline. For operational requests, tell us how grant funding will support your mission. (Limited to 400 words.)
8. Provide demographic and geographic information regarding the community or population benefiting from or served by this request. (Limited to 100 words)
9. Enter how many individuals you anticipate will be served during the one-year, January – December, grant period and explain how you calculate that number. (Limited to 150 words.)
10. Indicate if you will partner or collaborate with other community organizations on this program/project. If yes, describe with whom and how you will be working together. (Limited to 250 words)
11. Indicate the total cost of providing this program/project and the amount of funding that you are requesting from the Springfield Foundation. *If this is an operational request, please indicate your total operating budget.*
12. 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".
13. 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 (Outcomes)

1. Tell us what you hope to accomplish through this program/project or through operational support.
2. Tell us how you will know if you have been successful.

Section 5 –Financial Information (Required Financial 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.

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 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.)
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.) For an operational grant request, attach your operating budget here. (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 for now.)
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.

Diversity Equity & Inclusion Statement – a statement explaining an organization's experiences and commitments to diversity. It may include the values related to diversity, the organization's experiences working with diverse populations and the organization's future-plans related to inclusivity. Also known as a DEI statement, or Diversity Statement.

Endowment Funds – a permanent financial asset, typically held by a non-profit organization, which contains capital investments and related earnings with a percentage of the annual earnings used by the non-profit organization 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.

Letter of Inquiry – a letter that introduces an organization to a prospective funder and tries to convince the funder that the organization is a good fit, that its mission aligns with theirs, and that working together would have a positive impact on the community.

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.