

Grant Application Guidelines

If your organization meets the criteria for submission to the Scioto Foundation, you will need to complete an application form and submit the following information

Please make sure the packet includes:

Transmittal Form

A copy of the grant application transmittal form signed by the board chair and project applicant

Copies

5 copies and an original of your full proposal

Tax-exempt Letter

A copy of your organization's tax-exempt letter from the IRS

Job Descriptions

Job descriptions of key project personnel. If you plan to use consultants on the project, include their resumes.

Financial Statements

Current financial statements or audit reports.

Names of Collaborators

Names of your collaborators on the project and/or letters of support for your project.

Project Summary

- ◆ Detail the goal(s) of the project in one paragraph
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Background Information (for your organization)

- ◆ How long has your organization been in existence?
 - ◆ What other grant - funded projects and/or programs has your organization successfully completed?
 - ◆ What is your experience in working with the project target group or groups?
 - ◆ What link does your organization have with other similar groups?
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Project Narrative

- ◆ What is the community need your project will address?
Please give baseline data if available.
 - ◆ How will your project better the community?
 - ◆ What are the goals and objectives of your project?
 - ◆ What action steps or activities will your project use to address the need?
 - ◆ What are the expected short - term and long - term results of this project?
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Project Implementation Plan

- ◆ What is the duration of this project? *As a rule SF prefers projects that occur in a one - year time frame.*
 - ◆ Please list the dates, activities, and number of people served.
 - ◆ Give any other key information.
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Project Evaluation

- ◆ How will you evaluate the results of this project?
 - ◆ Who will assess the results?
 - ◆ What record-keeping techniques will you use?
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Project Continuation

- ◆ How will you evaluate the results of this project?
 - ◆ Have you planned for future funding and/or revenue sources?
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Project Budget/Project Narrative

- ◆ Please fill out the attached budget form.
 - ◆ Please detail why budgetary expenditures are necessary and how they help to fulfill project goals.
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After the Proposal is Received

- ◆ Applicants will be notified of the Governing Committee's decision as soon as possible following each quarterly meeting.