



AKRON
COMMUNITY
FOUNDATION

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Community Fund Grant Application Questions

Applying for a Community Fund grant is easy with our online application system. Applications open 30 days prior to each deadline and include the following questions:

Project Information

- **Project Name**
Please begin the project name with "to support..." or "for..." (e.g. "to support Summit County outreach" or "for general operating support"). Also, please do not include your organization name in the project name and only capitalize proper nouns.
Character Limit: 100
- **Project Description**
Describe your program/project in one paragraph without using double spaces or bullet points. This area may be seen by other potential funders, so please include the most important aspects of your request.
Character Limit: 700
- **Amount Requested**
Character Limit: 20
- **Are you using a Fiscal Sponsor?**
Yes/No
- **Fiscal Sponsor Name**
If you are using a fiscal sponsor, you will also need to upload a fiscal sponsor letter of support.
Character Limit: 100

Organization Information

If you are using a fiscal sponsor, the organization information needs to be for the sponsoring organization. For more information on using a fiscal sponsor, please visit our website.

- **Organization's mission**
Character Limit: 500
- **Organization's budgeted expenses for the project year**
This number should match the budgeted numbers provided in the organization budget you attach below. Character Limit: 20
Please attach your proposed organizational budget, including revenue and expenses, summarized on one page. The total budgeted amount should equal the figure you supplied in the field above.
File Size Limit: 3 MB
- **Fiscal year end for budgeted numbers above**
- **Endowment size, if applicable**



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- Organization's major funding sources
*For this section, please include your main categories of funding by percentage.
Example: Foundations – 25%; Government – 25%; Earned Income – 25%; Endowment – 15%;
Individual Contributions/Fundraisers – 10%
Percentages should equal 100%.
Character Limit: 250*
- Evidence of organization's overall effectiveness
*How do you know you are effective as an organization? What are your most important
outcomes?
Character Limit: 500*

Proposal Summary

- Type of Request
 - Capital
 - Capacity-Building
 - Operating
 - Program/Project
 - Other (if other, please specify)
- Total Budget for Project
*Please use organizational budget if this is a request for operating funds. This figure should match
the figures provided in the program/project budget you attach.
Character Limit: 20*
- Program/project budget
*Please include all revenue sources and expense line items and differentiate between cash and
in-kind support. (If this is a request for operating support, please attach the prior year
organizational budget instead of a program/project budget.)
File Size Limit: 3 MB*
- Total number of people to be served under this program/project
*Please include unduplicated numbers, if possible.
Character Limit: 10*
- Anticipated program/project start date
*Grant distributions are generally made 6-8 weeks after the proposal due date.
Character Limit: 10*
- Anticipated program/project end date
*Funds must be expended within two years of grant award.
Character Limit: 10*
- Brief demographic description of population served by this program/project
*Examples: older adults in Summit County, individuals diagnosed with a mental health disorder in
Akron, elementary school students in a specific neighborhood
Character Limit: 100*



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- Describe how your project is different from or similar to existing projects at other organizations
This question and the following question are designed to give committee members an understanding of how your organization/project fits in to the bigger picture of programs and services in our county.
Character Limit: 800
- Describe how your organization will partner with other agencies and/or community collaborations
Character Limit: 800

Community Need

- What is the challenge or need that will be addressed and how will the community benefit?
Essentially, WHY do you do what you do?
Character Limit: 500
- What is the research, local statistics or evidence that shows this need or benefit exists?
How do you know this work needs to be done?
Character Limit: 800
- How is your organization positioned to address this need or benefit?
For this one, take a moment to really consider what is necessary to adequately address the need and what your organization has to offer. If you are not positioned to fully address the need, determine if there are partnerships you can enter into to get greater outcomes for your demographic.
Character Limit: 500

Goals, Outcomes and Evaluation

- Brief description of goals and objectives for program/project
These should be specific, measurable, attainable, relevant, and time-based activities. What exactly do you plan to do with this funding?
Character Limit: 800
- Specific, anticipated outcomes of program/project
What CHANGES do you expect will happen as a result of conducting the above activities? It is preferable to focus on the changes in your demographic, but an organizational outcome is OK too. If a grant is received, you will be required to report on your progress toward these outcomes.
Character Limit: 800
- How will outcomes be measured, over what time frame, and who will measure them?
How will you know the above changes have occurred?
Character Limit: 800
- Evidence of use of best practices
For example, is this program/project based on a program that has been shown to be effective in other settings? Is it based on national standards?
Character Limit: 500



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Funding Plans

- List of other funders to whom this proposal has been and will be submitted
For each funder, please specify status of request, amount and date received.
Character Limit: 800
- If this will be an ongoing program/project, describe plans for continued funding
Do you plan to come back to ACF next year for the same amount? If not, how will you support the project?
Character Limit: 500

Required Attachments

- List of key staff and board members
Please attach a list of key staff, board members with affiliations, and officers summarized on one page.
File Size Limit: 3 MB
- Financial audit
Please attach the opening letter from your last financial audit, if applicable. This is generally the first page of the audit. If you do not have an audit, please leave this attachment empty.
File Size Limit: 3 MB
- Fiscal Sponsor Letter of Support
If applicable, please upload your fiscal sponsor's letter of support. The letter should describe how the fiscal sponsor plans to be involved, including management of the funds and level of project oversight.
File Size Limit: 2 MB

Note: We make an effort to limit the amount of material our committee members have to review. If you have additional material you would like to submit, please send it to a community investment staff member for review.

Questions?

This is not an application. If you wish to apply, or for more information, contact Cristina González Alcalá, community investment officer, at 330-436-5626 or CGonzalezalcala@AkronCF.org.

Applications open online 30 days prior to the deadline.