



Gay Community Endowment Fund Micro Grant Application Questions

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

Project Information

- **Project Name**
Please begin the project name with "to support..." or "for..." (e.g. "to support ongoing efforts to end LGBTQ+ homelessness in the Greater Akron area"). 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.
Character Limit: 700
- **Amount Requested**
Not to exceed \$3,000
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: 700
- **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 summarized on one page. The total budgeted amount should equal the number you supplied in the field above.
File Size Limit: 3 MB
- **Fiscal year end for budgeted numbers above**
- **Endowment size, if applicable**



- 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: 500*

Proposal Summary

- Type of Request
 - Capital
 - Capacity-Building
 - Operating
 - Program/Project
 - Other (if other, please specify)
- Total Budget for Project
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: LGBTQ+ youth in Summit County schools, LGBTQ+ individuals diagnosed with a mental health disorder in Akron, etc.
Character Limit: 100*
- We believe communication and collaboration are key to success
*Please identify your key partners and briefly describe how you work with them. (If you are doing similar work to another organization in your area of focus, be sure to identify them and indicate how/if you partner and why/why not.)
Character Limit: 800*



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
- Anti-discrimination policy
Please attach your organization's official anti-discrimination policy.
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 John Garofalo, vice president of community investment, at 330-436-5624 or jgarofalo@akroncf.org.

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