



AKRON
COMMUNITY
FOUNDATION

ENRICHING LIVES SINCE 1955

Parent Coalition Heritage Fund Grant Application Questions

Applying for a 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 programs for adults with disabilities" 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.
Character Limit: 500
- **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.

- **Tell us about your organization and its mission**
Please include something about its history (when was organization started), size, type of activities supporting individuals with developmental disabilities, capabilities of staff, and target population.
Character Limit: 750
- **Organization's budgeted expenses for the project year**
Character Limit: 20
Please attach a one-page operating budget from which this project will be applied.
File Size Limit: 2 MB
- **Organization's major funding sources**
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



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Proposal Summary

- Total budget for project
Character Limit: 20
- Program/project budget
Please include all expenses and revenue sources and differentiate between cash and in-kind support. Expenses should equal revenues. (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
- 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
- Provide a brief description of the staff/providers
Total number to be trained, specific residential facilities included, geographic area covered, size and scope of the program.
Character Limit: 300
- Provide a brief description of the population that will be impacted
Total number of residents/adults with developmental disabilities served, age ranges, gender, specific "at risk" attributes, and any other appropriate information.
Character Limit: 100
- Do you plan to work/partner with other agencies and/or community collaborations?
If so, list the organizations and how each will be involved.
Character Limit: 800

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

Goals, Outcomes and Evaluation

- Brief description of goals and objectives for program/project
Why is this program/project important, what are the goals, and what is needed to make the project successful?
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



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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: 2 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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