



Vernon L. Odom Fund Grant Application Questions

Applying for a Vernon L. Odom 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 English as a second language programs in Summit County" 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**
Please attach a one-page operating budget from which this project will be applied.
File Size Limit: 2 MB



- 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*

Proposal Summary

- 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: minority students in a specific neighborhood, etc.
Character Limit: 100*
- Describe how your organization will partner with other agencies and/or community collaborations
*This question is 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*



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

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 the Vernon L. Odom Fund 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: 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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