



The Dublin Foundation Grant Guidelines

As of February 1, 2011

The Dublin Foundation's mission is to support the community and its non-profit organizations by raising, investing, and dispersing funds for the betterment of the Dublin community. Thus, the Foundation seeks to fund programs and projects that promise to affect a broad segment of the citizens of the Dublin area or that tend to help those who are not being adequately served by the community's resources.

Specifically, the Foundation requests applications for funding from organizations with an IRS 501c3 tax exempt status for projects in the areas of Health, Recreation, Cultural Activities, Social Services, and Cultural and Civic Endeavors.

To be considered for funding, potential grantees should:

1. Obtain a Dublin Foundation Grant Application by contacting the Foundation via the Dublin Chamber of Commerce, 129 South High Street, Dublin, Ohio 43017; via telephone at 614.889.2001; info@dublinfoundation.org
2. Attend a Grant Workshop presented by the Foundation or contact the Dublin Chamber of Commerce for the contact information of a Foundation Governor who can assist your organization with the application, if necessary.
3. Submit a completed application to the Foundation via the Dublin Chamber of Commerce by the second Friday of January, March, May, July, September, and November in order to be considered at the meetings held in February, April, June, August, October, and December.
4. Present a five-minute informal presentation to the Board of Governors and be prepared to answer questions regarding the proposed project. Once your application is submitted, you will be notified of the time and date of the meeting at which your proposal will be considered.

Unless further information is requested, the Board of Governors will discuss and approve or deny the funding request after the presentation. You will be notified of their decision within one week. If your request is approved, you will be asked to submit a press release regarding the Foundation's contribution to your organization. This press release will be sent to The Dublin Villager and The Dublin News.

Once the Foundation receives the press release, a check for the amount awarded will be forwarded to your organization. A follow-up evaluation and expenditure report will be due to the Foundation forty-five days following the term of the grant.

Project Guidelines

The Dublin Foundation Board of Governors is composed of members representing Dublin residents, businesses, schools, community and civic organizations. While appreciating the efforts of applicants to develop strong project ideas, they must select a limited number of projects for support from many applications.

Since The Dublin Foundation primarily serves Dublin, Ohio, the Board of Governors gives priority to grant applications that have direct relevance to this region and population. The Foundation looks favorably upon those projects that promise to affect a broad segment of the citizens of the Dublin area, or that tend to help those who are not adequately served by the community's resources. The Dublin Foundation is interested in projects that have been planned in light of current and overall community needs and that do not duplicate existing services. **The project must benefit Dublin or a broad segment of Dublin residents in the areas of human services, recreation, cultural and civic activities and social services.**

The Dublin Foundation is especially interested in supplying seed money for new and dynamic projects. Financial planning by the requesting organization should include careful analysis of sources for ongoing support of the program or project after the Foundation's financial support ends. **The Foundation strongly discourages applicants from requesting recurring funding for the same project or program.**

A request that asks for a portion of the support for a project will generally receive greater priority than one that looks to the Foundation as the only funding source. **The Foundation is especially interested in matching grants – that is, those grants in which each dollar granted by the Foundation will attract money from other sources for the project.**

Grants are normally made for one-year. In some cases, commitments are made for several years. In these instances, continued funding is on the condition that the project receives a favorable evaluation at the conclusion of the initial year.

While there is no limit on the amount that can be requested, **grants awarded by the Foundation typically fall within the range of \$1,000 to \$5,000.** Organizations seeking grants of \$500 or less should contact the Foundation for a micro-grant application.

After an application is reviewed by the Foundation's Grants Committee to ensure that is complete, **all grant applications are reviewed and considered by the entire Board of Governors.**



Grant Application

As of February 1, 2011

Section I — Organization Information

Date of Application: _____

Applicant Organization (full legal name): _____

Address: _____

Tax Exempt ID # (EIN): _____

Executive Director: _____

Board Members: _____

Proposal Contact Name: _____

Title: _____

Phone: _____

FAX: _____

E-mail: _____

Website: _____

Attached to this application, please include a short narrative detailing the background of the organization that does not exceed two pages in total. Responses should be typed, single-spaced, single-sided, use 12-point type, and address the following:

- Brief summary of organization's history and statement of organization's mission;
- Brief description of current programs/projects and activities;
- Evidence of organization's overall effectiveness;
- Description of population and geographic region served by this organization.

Section II – Proposed Project/Program Information

Program/Project Title: _____

Total Budget for this Program/Project: _____

Amount of this request: _____

Grant Duration: _____

Anticipated Project Start Date: _____

Community/Population to be served by this project/program: _____

Type of request: Capital Operating Start-up/Seed

Other (please explain)

Signature of Executive Director: _____

In general, the following narratives, which include Sections Three through Six, should not exceed four pages in total. Responses should be typed, single-spaced, single-sided and use 12-point type. You may address the questions individually or group them into a narrative.

■ SECTION III – Statement of Need or Community Benefit

- What is the problem, challenge or need that is unaddressed or unmet? Or what is the community benefit that this program or project will impart?
- What is the research, statistics or evidence that shows this need or benefit exists?

■ SECTION IV – Program/Project Description and Methodology

- Description of program/project, including:
 - Summary description of overall program/project to be funded under this grant;
 - Brief description of goals and objectives for program/project;
 - Timetable for implementation and duration of program/project;
 - 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?) If the initiative is pilot project and has not been done before, please list assumptions on why this new approach will succeed.
- How and with whom will the organization collaborate on this particular program/project?
- Why is your organization positioned to address this need or benefit?
- How is your project different from similar existing projects at other organizations?

■ SECTION V – Evaluation and Results

- Provide specific short-term, intermediate and/or long-term outcomes of this program/project and the timeframe within which they will occur.
- How will outcomes be measured and who will measure them?
- How will the results be used and disseminated by your organization and/or others?
- How will the project's constituents and/or clients be actively involved in evaluating the project?
- If this is an ongoing program/project or if its purpose is to provide direct support to an ongoing program/project, summarize past quantitative and qualitative outcomes of that program/project.

■ SECTION VI – Budget and Funding Plans

- Description of organization's major funding sources.
- List of other funders to whom this current proposal has been and will be submitted. For each funder, indicate amount requested and status of request (e.g. "to be submitted," "pending," "funded," or "declined.") If funded, specify amount of grant and date received.
- Other anticipated funding for this current proposal including:
 - Earned revenue;
 - In-kind support;
 - Special events;
 - Fundraisers, etc.
- If this will be an ongoing program/project, describe plans and specific sources for future/long-term funding.

■ SECTION VII – Required Attachments

- List of grants (funder name and amount) received during your organization's two most recently completed fiscal years
- Total organizational budget for current fiscal year, including budget v. actual
- Budget for the proposed program/project
- Two most recently completed Form 990s
- Most recently completed audit, if available
- IRS letter of determination 501c3
- Names and organizations of board members, plus a brief narrative on the board's operations that answers the following questions:
 - What are the term limits of board members?
 - What are the standing committees of the board?
 - What is the fundraising responsibility of the board?
 - How frequently does the full board meet and what percentage attend on average?
 - What percentage of the board contributes financially to the organization?
- List of key staff members and qualifications, or an organizational chart.
- One example of each of the following, if available:
 - Annual report;
 - Organizational brochure;
 - Program brochure
- Letter of support from the organization's board, including signatures of all board members.
- Letters of commitment from collaborating organizations.