



129 South High Street  
Dublin, Ohio 43017  
Phone: 614-889-2001  
[www.dublinfoundation.org](http://www.dublinfoundation.org)

## GRANT APPLICATION PROCESS

1. Obtain a Dublin Foundation Grant Request Application packet by contacting the Dublin Foundation via the Dublin Chamber of Commerce, 129 South High Street, Dublin, Ohio 43017. The phone number is 614-889-2001.
2. Attend a Dublin Foundation Grant Workshop or contact the Dublin Chamber of Commerce for the name of a Dublin Foundation Governor who can assist you with the application if necessary.
3. Please note the criteria for evaluation. The project proposal must benefit Dublin or a broad segment of Dublin residents in the areas of health, recreation, education, safety, cultural activities, social services, civic and charitable endeavors.
4. Grant requests must be submitted to the Dublin Foundation via the Dublin Chamber of Commerce. The Dublin Foundation considers grants three times a year at their Board meetings: February - June - October. Grant requests must be submitted by the second Wednesday of the preceding month to be considered at any Board meeting.
5. Applications are encouraged to make a five-minute informal presentation and answer questions from the Board of Governors regarding the proposed project. Once your application is submitted, you will be notified of the exact time and date of the meeting. Please send your most knowledgeable representative(s).





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# PROJECT GUIDELINES

The Dublin Foundation, on the basis of careful study, must select a limited number of projects for support from many applications. Requests for grants are first reviewed by the Dublin Foundation Executive Committee and are presented to the Board of Governors. Upon approval by the Board of Governors, the requests are forwarded to the Governing Committee of the Columbus Foundation for final review. The following criteria have been established for evaluating proposals.

Since the Dublin Foundation serves Dublin, Ohio, the Board of Governors gives priority to grant applications which have direct relevance to this area. The Dublin Foundation looks favorably at those projects which promise to affect a broad segment of the citizens of the Dublin area or which tend to help those who are not adequately served by the community's resources.

Please note the criteria for evaluation.

***The project proposal must benefit Dublin or a broad segment of Dublin residents in the areas of health, recreation, education, safety, cultural activities, social services, civic and charitable endeavors.***

The Dublin Foundation is especially interested in supplying the seed money for new and dynamic projects. Financial planning by the requesting agency should include careful analysis of sources for ongoing support of the program after the Dublin Foundation financial support ends.

The Dublin Foundation is interested in projects that have been planned in light of overall community needs and which do not duplicate existing services.

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

The Dublin Foundation considers grant requests three times a year at their Board meetings in February, June and October. Grant applications must be submitted by the second Wednesday of the preceding month to be considered at any Board meeting. *Please make 18 copies of your grant request to be mailed to the Board of Governors for review.*

Applications are encouraged to make a five-minute informal presentation and answer questions from the Board of Governors regarding the proposed project. Once your application is submitted, you will be notified of the exact time and date of the meeting. Please send your most knowledgeable representative(s).

Keep in mind the Dublin Foundation Board of Governors is composed of members representing Dublin residents, businesses, schools, community and civic organizations. They appreciate the effort the applicants make to create project ideas and are supportive of quality projects that will benefit Dublin.

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 the decision within one week.

If your request is approved, you will be asked to submit, via the Dublin Chamber of Commerce, a press release regarding the Dublin Foundation's contribution to your organization. This press release will be sent to The Dublin Villager and the Dublin News. This request is made in the hope that other worthy organizations may be encouraged to apply for Dublin Foundation grants.

Once the press release is received, a check for the amount requested will be forwarded to your organization.

A follow-up outcome and expenditure report will be due thirty days after your project completion date.

**Thank you for your interest in the Dublin Foundation.**

# GRANT REQUEST APPLICATION

Please print or type the information requested and return this application to the Dublin Foundation Board of Governors c/o the Dublin Chamber of Commerce, 129 South High Street, Dublin, OH 43017. The Dublin Foundation considers grants three times a year. Grant requests must be submitted by the second Wednesday of the preceding month to be considered at Board meetings held in February, June and October. *(Please provide 18 copies of your grant request application for review by the Board of Governors.)*

## GENERAL INFORMATION

LEGAL ORGANIZATION NAME

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

PRESIDENT OF ORGANIZATION

PROJECT LEADER / CONTACT PERSON

CONTACT'S PHONE

CONTACT'S EMAIL

- **DOES THIS ORGANIZATION HAVE A 501 (C)(3) STATUS?**  YES

Attach a copy of the IRS determination letter of exempt status. Applications will not be processed without a 501(c)(3) status.

- **ATTACH A COPY OF YOUR ORGANIZATION'S FINANCIAL STATEMENT OR LAST YEAR'S RETURN**
- **ATTACH LETTERS OF SUPPORT**

## PROJECT INFORMATION

AMOUNT REQUESTED \$

START DATE OF PROJECT

END DATE OF PROJECT

OTHER ORGANIZATIONS INVOLVED

PROJECT LOCATION

ANTICIPATED DATE OF OUTCOME AND EXPENDITURE REPORT *(DUE WITHIN 30 DAYS OF PROJECT COMPLETION)*

## BUDGET

LINE ITEM	DUBLIN FOUNDATION SUPPORT	OTHER SUPPORT
SALARIES		
SUPPLIES / MATERIALS		
PRINTING COSTS		
EQUIPMENT COSTS		
OTHER		
OTHER		
OTHER		



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### **BRIEF SUMMARY OF PROJECT**

Briefly describe your organization, its mission, the community served, what makes the project special, the goals of the project and the measurable objectives. (attach page if necessary)

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### **EVALUATION OF PROJECT**

Briefly explain how you will evaluate the outcome of your project. What criteria will you use?

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### **DUBLIN FOUNDATION RECOGNITION**

How will the Dublin Foundation's support be recognized?

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### **CLOSING**

I certify that the information in this application and any attachments is true and correct.

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SIGNATURE	PRINT NAME
TITLE	DATE