

Village of Granville, Ohio
Funding for Community Programs and Projects

Application

I. Eligibility Requirements

The requesting organization must be a nonprofit organization that is located within the Village of Granville. An exception to this requirement may be granted to an organization not located within the Village if there is no nonprofit organization located in the Village that serves the same purpose or provides similar services, programs or activities for Granville residents.

The requesting organization should serve a unique function and provide services that have minimal overlap with or duplication of services provided by other organizations in Granville.

The requesting organization should actively serve the needs of a target group within the Village and should have an established record of providing services efficiently and effectively.

The requesting organization should have the ability to define its proposed program or project in measureable terms so that the effective delivery can be verified.

The majority of the beneficiaries of a proposed program or activity must be residents of Granville.

The requesting organization must be in a position of "good standing" and have no outstanding debt obligations to the Village. Organizations that have overdue deliverables or that have not submitted satisfactory final reports from previous Village funding are not considered to be in "good standing".

II. Summary of Funding Request

Brief description of proposed program or project for which funds are being requested:

Amount of request: \$ _____

Date funds are needed: _____

III. Information about Requesting Organization

Name of nonprofit organization:

Address (including city name and zip code):

Does the organization have nonprofit (tax exempt) status?
If not, please explain:

Federal Employer Identification Number:
(Please attach a copy of current IRS determination letter verifying tax-exempt status.)

What is the purpose or mission statement of the organization?

How long has your organization been in existence (number of years)?

Please list some of the significant past accomplishments of your organization:

Name of executive or director of the organization (include position title):

Contact person (If not executive, include position title):

Email:

Phone:

Fax:

(Please attach an organizational chart that includes a list of the Board of Directors, staff, and regular volunteers.)

IV. Program or Project Description and Information

(Note: The guidelines for the Village's financial support for nonprofit organizations provide that the grants are to be used for specific programs and projects, not for general operating assistance or deficit reduction.)

Name of proposed program or project:

Please provide a brief description of proposed program or project for which funds are being requested and indicate whether this is a new or ongoing activity of the sponsoring organization:

Address or location where program or project will take place (for example, specific sites, buildings, schools, etc.) (Please note: without specific approval, the program or project needs to take place within the boundaries of the Village of Granville.)

What are the goals of your program or project?

Which of the following criteria will your program or project meet or satisfy?

- Will promote tourism within the Village of Granville
- Will create opportunities for community economic development, employment, or other economic benefits for the Granville community
- Will support an essential element of a "Special Community Event:" that will have significant public appeal and community support
- Will promote community heritage through museums or other educational programs
- Will facilitate community awareness and exposure to the arts through activities or programs related to the performing arts, the fine and visual arts, community theater, or cultural educational programs
- Will advance community appreciation for and awareness of historic preservation
- Will provide programming for special populations within the Village such as teens and senior citizens
- Other: Will meet a special community need other than those listed above. Please describe that need:

How will this program or project relate to or advance the purpose or mission of your organization?

What are the main activities that would be a part of your proposed program or project? Please provide a list of those main activities and a timeframe for the completion of those activities (assuming a grant award date of May 20):

Will there be other organizations participating in the project?

If so, please list those other organizations:

How will you measure the success of your program or project? What will be the main outcomes or deliverables from the program or project? (Please quantify so the effective delivery of the program or activity can be verified. For example, "the program will provide basic instruction in computer-generated-animation for 20 Granville high-school-age students and for 15 post-high-school adults. The 35 students will produce seven animated films (target length of five minutes) that will be shown at the first annual Granville Animated Film Fest to be held at the Bryn Du Mansion. We will have an attendance of 250 at our three-day film fest and will raise \$1000 in donations to be used to offset the expenses of next year's classes and film fest.")

Will the project or program have a finite ending or will it be ongoing in future years?

If so, what are the organization's plans to sustain the project or program after the grant funds end?

List the names of key staff and/or volunteers responsible for the program or project:

Please supply any other information that would provide for a greater understanding of the history and mission of the organization, its management capabilities, and its experience in completing similar projects or programs:

V. Financial Information

(Note: Village guidelines provide that any grant funds provided to a nonprofit organization are to be used for specific programs and projects, not for general operating assistance or deficit reduction. Also, the grant funds should not provide more than 25% of an organization's total annual budget and cannot be used for fundraising activities.)

Total annual budget for current fiscal year: \$ _____

Please provide below budget information that details the anticipated total cost of the program or project, as well as the estimated revenues (detailed by major funding sources) and expenditures (detailed by major expense categories):

Total cost of the program or project: \$ _____

Anticipated Revenues for the Program or Project

Source of Revenue	Amount	Confirmed or Pending
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Anticipated Expenditures for the Program or Project

Major Categories	Amount	Amount to be covered by Village Grant
<u>Wages and Benefits</u>	_____	_____
<u>Contractual Services</u>	_____	_____
<u>Materials and Supplies</u>	_____	_____
<u>Capital Outlay</u>	_____	_____
_____	_____	_____
_____	_____	_____

How will the project proceed if you do not receive full funding?

[Please attach a financial summary for the organization for the most recent fiscal year including total revenues (by major funding sources), total expenditures (detailed by major expense categories), and cash reserves.]

VI. Certification

I hereby certify that I have the authority to submit this application on behalf of _____
 _____ (name of organization) and that the information contained
 herein is complete and accurate.

I further certify that _____ (name of organization) is in a
 position of "good standing" with the Village of Granville and has no outstanding debt obligations
 to the Village.

Signed: _____

Date: _____

Name: _____

Title: _____

Attachments:

1. Please attach a copy of current IRS determination letter verifying tax-exempt status.
2. Please attach an organizational chart that includes a list of the Board of Directors, staff, and regular volunteers
3. Finances
 - a. Please attach a summary of the organization's current operating budget including total revenues (by major funding sources), total expenditures (detailed by major expense categories), and anticipated cash reserves at the end of the fiscal year.
 - b. Please attach a financial summary for the organization for the most recent fiscal year including total revenues (by major funding sources), total expenditures (detailed by major expense categories), and actual cash reserves.
4. Please attach a copy of the organization's most recent Annual Report if available.