

# The Portage Foundation

## Grant Application Guidelines

This information is to help you apply for a grant from The Portage Foundation.

Telephone calls or emails with questions are welcome (information below).

Each proposal is evaluated individually. We focus primarily, but not exclusively, on activities benefiting Portage County, Ohio and its communities.

The Foundation looks favorably upon requests, which offer new approaches to solving community problems and/or create opportunities to collaborate in the areas of **arts and culture, health, education, human services and environment**.

When submitting a grant request please include the following:

**1. A COMPLETED APPLICATION COVER SHEET** (a copy is provided at the end of these guidelines)

**2. A NARRATIVE** (not to exceed four pages) **THAT EXPLAINS THE PROJECT OR PROGRAM**

- Need for the project/program
- Specific objectives
  - Number of persons to be served
  - Outcomes (results) expected
  - Time frames for results achievement
- Budget for project
  - Time period
  - Costs per unit (i.e. cost per person served, trained etc.)
  - Other sources of income to support this project, including other foundations
  - Amount being requested in this proposal from The Portage Foundation
- Evaluation plans – how will you determine your success(s) as a result of this project.

**3. INFORMATION ABOUT YOUR ORGANIZATION** (You can **provide** this information by sending the following).

- Annual Report
- Brochure or fact sheet
- Listing of board members
- Audit and budget
- IRS determination letter

**Please mail (NO facsimiles) or deliver to our office:**

- **Two copies** of the completed grant application along with the cover sheet and a cover letter signed by your Executive Director or Board Chairperson.
- **Only one copy** of your organizational information (i.e. annual report etc.) is necessary.
- **Please number the pages of your proposal.**
- **Please do not place the grant applications in bound binders. Staples and clips are acceptable.**

### **Deadlines**

Proposals will be considered twice per year:

- **February 15** deadline (4 p.m.) - For decision at **April** meeting - Approved funding provided starting in **July**
- **August 15** deadline (4 p.m.) - For decision at **October** meeting - Approved funding provided starting in **January**
- If these deadlines occur on a Sat., Sun. or a Holiday, the deadline will be the next regular working day.
- **Mail To:** Executive Director, The Portage Foundation, 138 East Main Street, Kent, Ohio 44240
- **Phone:** 330-474-0480      **Email:** [executivedirector@portagefoundation.org](mailto:executivedirector@portagefoundation.org)