2020 Grant Application

The Portage Foundation provides funding to non-profit organizations of all sizes, including projects stemming from fundamental grassroots efforts. A copy of the organization’s current IRS determination letter (or the fiscal agent’s) indicating 501(c)(3) tax-exempt status is required.

Grant Applications are due on February 20th and August 15th of each year. The application process is open 30 days prior to each of these deadlines.

If you need guidance in completing any component of the grant application, please contact info@portagefoundation.org. The complete list of our grant deadlines and guiding principles can be found on our website www.portagefoundation.org

Supporting Documents

1. Portage Foundation Grant Application Cover Page (three copies)

2. Program/project budget: 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.). (three copies)

4. Organizational budget: Attach your current organizational budget summary. (one copy)

5. Roster of key staff, board members with titles/affiliations, board officers. (one copy)

6. Financial audit. Include your most recent Form 990. (one copy)

7. 501(c)(3) tax-exempt status: Include a copy of the organization’s current IRS determination letter (or the fiscal agent’s) indicating 501(c)(3) tax-exempt status. (one copy)

8. Letters of Support. (optional, one copy)

Note: You will be required to report your progress and provide follow-up reports if you receive a grant from the Portage Foundation.

Grant Application

A. Type of Request
   - Capital/equipment
   - Capacity-building
   - Operating (limited funds available)
   - Program/project
   - Matching
   - Other, please specify. Example: seed money to initiate project, challenge grant, expansion into Portage County, etc.
B. Organization Description, Major Funding Sources and Endowments
   ▪ List the mission, vision and values of your organization.
   ▪ Provide evidence of your organization's overall effectiveness.
   ▪ Include endowment information, if applicable.
   ▪ List your organization's major funding sources, including government, foundation, individual and United Way support.

C. Proposal Summary
   ▪ Project name and amount requested.
   ▪ Project description (one-page summary).

D. Program/Project Budget
   ▪ Total budget.
   ▪ Anticipated start and end date.
   ▪ Demographics and data regarding population served, including total number of persons to be served.

E. Coordination/Collaboration
   ▪ Describe how your project is different from similar, existing projects.
   ▪ Describe how your organization will collaborate with other agencies to coordinate services related to this grant request.
   ▪ Describe how your organization partners with other agencies and/or participates in other community collaborations.

F. Community Need
   ▪ Describe the challenge or need that will be addressed and how the community will benefit. Example: gap in services.
   ▪ Provide information, if available, regarding the research, local statistics or evidence that show this need exists.
   ▪ Describe in detail how your organization plans to address this need or benefit. Examples: Address your agency’s capacity to provide service, experience, staff skills and credentials, your agency’s location or geographic focus, etc.

G. Goals, Outcomes and Evaluation
   ▪ Describe the goals and objectives for program/project in measurable terms.
   ▪ List the specific anticipated outcomes.
   ▪ List the outcome measures, time frame, and individual responsible for conducting and reporting the evaluation
   ▪ List agency contact who is responsible for reporting back to the Portage Foundation.

H. Documented Use of Evidence-Based or Best-Practices
   ▪ List similar programs that have shown to be effective.
   ▪ List National or State standards for such program if available.

I. Sustainability Plan
   ▪ If this will be an ongoing program/project, detail the plan for continued funding and support.
   ▪ 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.