



“The Portage Foundation is building a thriving and dynamic community for Portage County and the region, and we Inspire Philanthropy / Build Endowments / Impact Causes and Foster Projects / Engage Community Leaders.”

## 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 20<sup>th</sup> and August 15<sup>th</sup> 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](mailto:info@portagefoundation.org). The complete list of our grant deadlines and guiding principles can be found on our website [www.portagefoundation.org](http://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 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.