

Standard Grant Request Process

Yellow Springs Community Foundation

Instructions for Grant Applicants

Funding for programs and projects that enrich the well-being of persons of all ages and walks of life who live or work in the Village of Yellow Springs or Miami Township in Greene County, Ohio.

You may use the Save Application button at the bottom of the application form to save the application. At the top of the application, you may click the Application Packet button to generate a pdf to save or print. You should use the Submit Application only when you have finished your request.

For more detailed instructions, you may click on the links below.

- [Written Tutorial](#)
- [Video Tutorial 1: Site Access & Account Creation](#)
- [Video Tutorial 2: Applying for Funding](#)
- [Video Tutorial 3: Your Applicant Dashboard](#)

Organization Information

Project Name*

Name of Project.

Character Limit: 100

Date*

Character Limit: 10

Applicant website

Character Limit: 2000

Other contact(s)

If there is anyone other than yourself that you think we might need to contact when evaluating the application, please enter their name(s) with phone number, email and role in the project.

Character Limit: 1000

501(c)(3)*

Are you a designated 501(c)(3) organization under the IRS code?

Choices

- Yes
- No

If applicant is not a 501(c)(3), a sponsoring 501(c)(3) is required.

Sponsor Name (if required)

Character Limit: 50

Sponsor Tax Identification Number (if required)

Character Limit: 10

Please upload sponsorship agreement (if required)

File Size Limit: 5 MB

Click on link for a sample sponsorship agreement:

Blank Sponsor's Agreement

Board contact list*

Please upload a contact list for your board of directors with names, position, phone numbers, and email addresses.

File Size Limit: 1 MB

Non-YSCF funds

Please list any funds held at institutions other than Yellow Springs Community Foundation.

Character Limit: 250

Authorization*

Are you authorized by organization to request a grant?

Choices

- Yes
- No

Project Details

Summary Description*

Please enter a one sentence description of your project.

Character Limit: 250

Description*

Please provide a description of how the program or project will enrich the well-being of persons who live or work in the Village of Yellow Springs or Miami Township in Greene County, Ohio:

Character Limit: 5000

Area of Interest*

Please select an area of interest from this list of areas of interest that are funded by YSCF

Choices

- Arts
- Environment
- Education
- Community
- Seniors
- Town/gown collaboration
- Farmland preservation
- Affordable housing
- Social justice
- Health & wellness

Project Total Cost*

Character Limit: 20

Amount Requested from Yellow Springs Community Foundation*

Character Limit: 20

Amount Requested from All Funding Sources*

Character Limit: 20

Other sources of funding and amounts*

Please list other sources of funding and amounts

Character Limit: 1000

Alternate plans if grant is not approved*

Please explain what you plan to do if the grant request is not funded or if the grant request is not funded for the full amount requested.

Character Limit: 3000

Why now?*

Why should the grant request be funded now?

Character Limit: 2000

Is this a collaborative grant?

A collaborative grant is a grant request made by more than one organization. If you are applying for only your organization but will collaborate with other parties in the project, answer no.

Choices

- Yes
- No

Collaboration*

Are you currently collaborating with other groups on this project to make a bigger impact? If you answered yes to the collaborative grant question, enter your co-applicants and contacts as such. Otherwise, please describe your plans for collaboration with other parties.

Character Limit: 2000

Diversity Impact*

Please describe the impact, if any, that the project will have on promoting diversity in Yellow Springs and Miami Township.

Character Limit: 2000

Local Impact Spending*

What percentage of the project expenses are you planning to spend with local vendors?

Character Limit: 50

If funded, to whom should the check be written*

Character Limit: 100

Anticipated start date*

Character Limit: 10

Anticipated completion date*

Character Limit: 10

Attachments

Please attach the following documents:

1. Your organization's (or your fiscal sponsor organization's) IRS 501(c)(3) letter (REQUIRED).
2. Financial information for your organization (most recent fiscal year revenues/expenses or profit and loss statement and balance sheet if available.) (REQUIRED).
3. Project Budget - details of income and expenses for your project, including any income you expect from sources beyond YSCF (REQUIRED).

If there are other documents you would like to submit with your application, you can do so by clicking the link "Other Information."

IRS 501(c)(3) letter

File Size Limit: 1 MB

Revenue/Expenses or Profit and Loss

File Size Limit: 1 MB

Balance Sheet if available

File Size Limit: 1 MB

Additional comments on financial reports

Character Limit: 1000

Project Budget

File Size Limit: 3 MB

Additional comments on project budget

Character Limit: 1000

Other Information 1 (optional)

File Size Limit: 3 MB

Other Information 2 (optional)

File Size Limit: 3 MB

Other Information 3 (optional)

File Size Limit: 3 MB

Additional Comments

Character Limit: 3000

Staff Evaluation of Request Eligibility

Area(s) of interest*

Does the application address one or more of the foundation's areas of interest:

- Arts Health Seniors Environment
- Education Social Justice Diversity

Choices

- Yes
- No

Service Area Requirement*

Does the application meet the Yellow Springs and Miami Township service area requirement?

Choices

- Yes
- No

Has Guidestar been checked for the organization?

Choices

- Yes

No

Approve for submission*

Is the application complete and ready for submission to the Grants Review Committee?

Choices

Yes

No

Previous grants to this organization*

Character Limit: 3000

Staff Comments

Character Limit: 250

FILL OUT ONLINE