

# SAMPLE Application ?'s - Community Needs Grants

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*DeKalb County Community Foundation*

## PROJECT INFORMATION

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### **Project Name\***

Briefly name your project using your organization's name and key words in your request.

*Character Limit: 100*

### **Purpose\***

In one or two sentences briefly describe the purpose of your grant request. Be as succinct as possible. You will have space to elaborate later.

*Character Limit: 300*

### **Project Cost\***

What is the total cost of your project?

*Character Limit: 20*

### **Amount Requested\***

What is the amount you are requesting from the DCCF?

*Character Limit: 20*

### **Geographic Area Served\***

Check the box next to each town or area your project is intended to impact directly.

#### **Choices**

Cortland  
DeKalb  
Genoa  
Hinckley  
Kingston  
Kirkland  
Malta  
Maple Park  
Sandwich  
Shabbona  
Somonauk  
Sycamore  
Waterman

### **Target Age Population\***

Check the box next to each age group that your project is intended to serve directly.

#### **Choices**

Infant - Toddler  
Preschool  
Elementary School  
Middle School  
High School  
College (Age 18 - 23)  
Adult  
Seniors (Age 65 and older)

### **Underserved Populations\***

Check the box next to each underserved population that your project is intended to serve directly.

#### **Choices**

Disabled  
Minority  
Low Income  
LGBTQ  
No underserved populations are directly impacted by this project

### **Number of DeKalb County Residents Served\***

Approximately how many residents of DeKalb County are served by your project?

*Character Limit: 6*

## ***PROJECT DESCRIPTION***

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### **General description of your project and request\***

Describe your project. Be sure to include who will be involved and how it will be implemented.

*Character Limit: 5000*

### **Objectives\***

List measurable objectives for your project and the activities and timeframe planned to meet those objectives.

*Character Limit: 3400*

### **Qualification\***

Describe the qualifications of key personnel involved in the project. Why is your organization specially qualified to complete your project?

*Character Limit: 3000*

### **Evidence of Need\***

Community Needs grants are intended to meet specific needs of the community. Describe in detail the evidence of the need and how your project will meet the need.

*Character Limit: 3000*

**Impact\***

What is the intended long term effect of your project on DeKalb County and how will it impact DeKalb County residents in years to come?

*Character Limit: 3000*

**Sustainability\***

How is your project sustainable? Describe your plans for future project funding.

*Character Limit: 2000*

**Evaluation\***

How do you plan to evaluate the success of your project? What are the expected benefits of your project?

*You will reference this evaluation information in your Grant Report upon completion of your project.*

*Character Limit: 3000*

**Collaboration\***

Does your project require or involve collaboration with other organizations? Describe the details of planned collaboration to execute the project.

*Character Limit: 3400*

**Non-Discrimination\***

It is the policy of DCCF to operate without regard to race, creed, color, sex, religion, marital status, age, national origin, ancestry, political affiliation, sexual orientation, disability, or veteran status. All projects benefiting from DCCF grant funds must adhere to the same regards.

**Choices**

The project for which we are seeking funding complies with DCCF's non-discrimination policy

## ***PROJECT BUDGET***

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Use the template to list all expenses and funding associated with your proposed project. Include expenses already incurred and funds already received. If applicable, include in-kind contributions, non-cash support, and staff time required.

[Click to view an example Project Budget Detail.](#) The example is a budget for a make-believe nonprofit shoe drive organization that distributes men's dress shoes to low-income individuals that need professional shoes.

### **Project Budget Details\***

Download and complete a blank [Project Budget Details](#) template. When you have completed the template document **save it as a PDF** and use the "Choose File" button below to attach it here.

**You must upload a PDF.**

*File Size Limit: 3 MB*

## **ADDITIONAL ORGANIZATION INFORMATION**

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Projects submitted by a department of a large organization, such as a department of a university or college, should submit information specific to the department for the following attachments.

Organizations applying under a fiscal sponsor should contact [Becky Zantout](#) to determine which organizational information to submit.

Documents uploaded in the fields below must be .doc, docx, or .pdf (Word or PDF).

### **Organizational Case Statement and Mission\***

Share your organization's mission statement, a brief organizational history, services provided, and total number of DeKalb County residents served annually. You may upload a document or type in the field below.

*Character Limit: 3400 | File Size Limit: 1 MB*

### **Board of Directors or Trustees\***

Type the names of the individuals on your board of directors in the field below or upload a document.

*Character Limit: 3400 | File Size Limit: 1 MB*

### **Organizational Budget\***

Upload your organization's operating budget for the current fiscal year.

*File Size Limit: 2 MB*

### **Board Meeting Minutes**

Upload any recent board meeting minutes that pertain to your grant request

*File Size Limit: 2 MB*

### **Letter of Support**

If your project is collaborative, include letters of support from key organizations, participants, or stakeholders.

*File Size Limit: 4 MB*

### **Photos and/or additional support material**

Upload and explain any additional information you would like to include in this grant application. You may upload a document or type in the field below.

*Character Limit: 3400 | File Size Limit: 2 MB*

### ***SUBMIT APPLICATION***

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When your application is complete click 'Submit' below. You will receive an e-mail to confirm the DCCF has successfully received your grant application.