

SAMPLE Questions - Promise Grants

DeKalb County Community Foundation

PROJECT INFORMATION

Project Name*

Briefly name your program or project (herein referred to as "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 from the DCCF*

Character Limit: 20

Geographic Area Served*

Check the box for each town your project will directly impact

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 your project will serve

Choices

Infant - Toddler

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

Number of DeKalb County Residents Served*

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

Character Limit: 4

PROJECT NARRATIVE

Project Description*

In the space below include following information:

- General description of the project and why it fits within the Promise Grants Guidelines
- Evidence of need for the project
- Activities planned to meet objectives
- Time required to complete activities
- Plans for future project funding
- Expected benefits and outcomes of the project
- If collaborative, explain details of the collaboration

Character Limit: 10000

Does your project support early childhood literacy outreach services for under-served children?

Does your project support early childhood literacy through direct outreach services to under-served populations of children in DeKalb County?

Choices

Yes

No

Early Childhood Literacy Outreach

If you selected "yes" in the question above, explain how your project will directly support early childhood literacy outreach to under-served populations of children in DeKalb County. Read The Promise Grants Guidelines to see grantmaking Priorities related to early childhood literacy.

Character Limit: 2000

PROJECT BUDGET

To help us understand your entire project, in the following two sections please 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.

Read the instructions on the template carefully. When you are finished, the grants committee should be able to easily identify the exact expenses that make up the total cost of your project.

[Click to view an example Project Budget Detail.](#) The example is a budget for Bilbo's Shoes, 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.

File Size Limit: 5 MB

Partial Funding*

Do you require full funding of this Promise Grant request to implement the project?

Choices

Yes

No

Budget Priorities

If you answered "no" to the question above, which items in your budget will you prioritize if you receive partial funding?

Character Limit: 1000

ADDITIONAL ORGANIZATION INFORMATION

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 DCCF Grants Administration to determine which organizational information to submit.

Contact [Becky Zantout](#) with questions.

Organizational Mission and Services*

Type your organization's mission statement and services provided in the field below.

Character Limit: 3000

Letter of Support

If your project is collaborative, please include a letter of support from all key organizations, participants, or stakeholders.

File Size Limit: 2 MB

Photos and/or additional support material

Upload and explain any additional information you would like to include in this grant application.

Character Limit: 3400 | File Size Limit: 2 MB

Click the submit button when you are finished with your grant application. You will receive an immediate e-mail notification to verify your application was successfully submitted.

SUBMIT APPLICATION

Upon completion of your grant application click 'Submit' below. You will receive an e-mail to confirm the DCCF has successfully received your grant application.