

**MEDINA COUNTY COMMUNITY FUND**  
**PROPOSAL COVER SHEET**  
**Application Deadline – March 1<sup>st</sup>**

All applications must be received in the Foundation office by the end of the work day on March 1<sup>st</sup>. If the deadline falls on a weekend or holiday, the application must be received the previous workday.

Name of Applying  
Organization:

*(legal name as indicated on your IRS 501 (c)(3) determination letter)*

Address:

City/State/Zip:

Contact Person:

Title:

Telephone #:

Email:

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Brief One-Sentence Summary of Request: (Limit to space provided.)

Amount Requested From Medina Community Fund: \$ \_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_

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Please provide 12 copies of this application with attachments listed below, collated, on 8 ½ x 11 paper, typed and three-hole punched. **DO NOT** bind, staple or insert in separate folders.

Checklist:

- \_\_\_ 12 copies of the application including this cover sheet
- \_\_\_ 12 copies of attachments:
  - \_\_\_ List of trustees and officers
  - \_\_\_ Project budget
  - \_\_\_ Agency/organization budget

Additionally only **ONE** copy of the following:

- \_\_\_ 501(c)(3) IRS determination letter
- \_\_\_ Annual Report (if published)
- \_\_\_ Audited Financial Statement (if not available, a 990)

Signature of Board President/Chair:

Signature of Director or Contact Person:

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**APPLICATIONS SHOULD BE MAILED TO:**

MEDINA COUNTY COMMUNITY FUND  
c/o AKRON COMMUNITY FOUNDATION  
345 WEST CEDAR STREET  
AKRON, OH 44307  
330-376-8522

OFFICE HOURS:  
Monday – Friday  
9 am – 5 pm

APPLICATIONS MUST BE RECEIVED IN THE OFFICE BY 5 PM ON MARCH 1<sup>ST</sup>. IF THE DEADLINE IS ON A WEEKEND OR A HOLIDAY, THE APPLICATION MUST BE RECEIVED THE PREVIOUS WORKDAY.

**IF YOU HAVE QUESTIONS CONCERNING THIS GRANT APPLICATION OR THE APPLICATION PROCESS, PLEASE CONTACT:**

MS. DONAE ECKERT  
VICE PRESIDENT – PROGRAMS  
AKRON COMMUNITY FOUNDATION  
330-376-8522  
[deckert@akroncommunityfdn.org](mailto:deckert@akroncommunityfdn.org)

**NOTICE OF GRANT AWARDS WILL NOT BE RELEASED PRIOR TO MID-JUNE.**

The Medina County Community Fund of Akron Community Foundation restricts its grantmaking to the geographic area of Medina County. 501(c)3 nonprofit organizations are eligible to receive funding of one grant per calendar year. **The Medina County Community Fund does not fund:**

Endowment building  
Scholarships  
Individuals  
Religious organizations for religious purposes  
Capital campaigns  
Deficits

MEDINA COUNTY COMMUNITY FUND  
APPLICATION FOR GRANT PROPOSALS

- I. Completed Proposal Cover Sheet.
- II. Limit to three pages, typed, including the following (A-E):
  - A) Detailed, concise description of project, its total cost and amount requested, its purpose, background, and duration including:
    - 1) Specific problem and population to be addressed.
    - 2) Why is it necessary for your organization to provide this service?
    - 3) How will it solve the problem, whom will it serve, and over what time frame?
    - 4) How does project relate to overall program of organization?
    - 5) Who will benefit?
  - B) Project timetable:
    - 1) When will it begin and end?
    - 2) Will additional staff be necessary?
    - 3) Will consultants or professional fund-raisers be used and what will be the fees?
    - 4) What method(s) will you use to evaluate the project?
  - C) Background of agency, including when formed, mission, major programs, population served, organization staff. Include a list of trustees and officers (may be on a separate attachment, limited to one page).
  - D) List other requests for funding of this project and amount:
    - 1) What other requests for funds have you made from foundations, business/corporations, and government?
    - 2) What is the status of these requests?
  - E) Support and involvement:
    - 1) Do you have support and/or cooperation of other organizations or agencies?
    - 2) Are other groups presently providing this or similar service?
    - 3) Is your organization a United Way organization? What percentage of your operating budget is funded?
    - 4) How will the project continue when Foundation funding ends?
- III. Project budget (one page attachment):
  - A) Detailed income and expense budget for project, indicating amounts proposed for Foundation funding.
  - B) What portion of expenses will be contributed by your organization?
  - C) Are other contributions assured?
  - D) Differentiate between cash and in-kind support.
- IV. Current agency/organization expense and revenue budget (one page attachment).

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**One** copy of the following must accompany application:

- 1) Tax-exempt letter from the IRS verifying your organization has 501(c)(3) nonprofit status and is a 509(a) public charity.
- 2) Current annual report. (if published)
- 3) Current audited financial statement (if not available, a 990).