

REQUEST FOR PROPOSALS Grant Awards 2018

Brighter Tomorrow Foundation

40 N. Main Street, Suite 500

Dayton, Ohio 45423

Phone: (937) 222-3390 or 225-9939 – Fax: (937) 222-0636

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Deadline: Proposals must be received by 5 PM on November 4, 2016.

Background:

The Brighter Tomorrow Foundation (BTF), a nonprofit foundation, and Committee Advised Fund under The Dayton Foundation, was established in 1989 for the benefit of children and adults with developmental disabilities in Montgomery County. The Brighter Tomorrow Foundation is pleased to offer a **Request for Proposal** for FY 2018 for competitive grants that address the needs of organizations that serve persons with Developmental Disabilities.

Consideration will be given to proposals addressing needs in the following priority areas, specified in rank order:

1. **Housing:** Assistance ranging from emergency or permanent shelter to enhancement of day-to-day living conditions by providing safe living environments, improving personal care options, or fulfilling requests for specialized equipment.
2. **Lasting Equipment:** Adaptive and other equipment that makes daily life easier and safer such as accessible vans for local transportation, battery powered lifts, kids' car seats, exercise and therapy equipment, and special tools.
3. **Education:** Items such as, computers, software, cameras, projection/recording equipment, art supplies, etc. which encourage and make possible new learning and working options.
4. **Recreation:** Socialization and physical fitness activities for persons with developmental disabilities, including programs that teach families how to incorporate physical exercise for their family member into their daily routines. Also includes funding for field trips, music and dance exploration and artistic creativity.

For 2018, the Brighter Tomorrow Foundation can award **grants up to a maximum of \$10,000**. The grant projects may focus on one or more of our four priority areas.

Eligible Applicants:

Eligible applicants include *501(c)(3) organizations*, local governmental agencies, and academic institutions.

Unallowable Activities and Expenses

Brighter Tomorrow Foundation will **not** provide support for:

- Capital campaigns
- General operating expenses unrelated to the grant purpose
- Retroactive funding for activities that have already taken place
- Basic research
- Staff development activities
- Supplanting of projects or activities that have existing funding from other sources
- New staff positions
- Activities and projects that are directed to individuals with Developmental Disabilities outside of Montgomery County
- Individual applicants

Proposal Preparation Instructions:

A. Each proposal must include a completed cover sheet (attached). **All proposals must also be signed by the person in the organization authorized to sign such grants if that person is other than the contact person.**

B. Proposals are **limited to three single-spaced one-sided pages.** A 12-point font should be used.

C. Required Narrative (Please note the weighted point system for each section):

1. **Information about the Applicant (10 Points).** Briefly describe your organization's purpose, experience with the target population, accomplishments, and history relevant to the proposed project.
2. **Statement of Need (10 Points).** Briefly describe the need to be addressed. Identify the target population for your project. Discuss whether other funding is available to support your project and why BTF support is being requested.
3. **Project Goals and Expected Benefits (15 Points).** Describe the purpose of your project and how it is related to BTF priority areas. Identify project goals and the measurable objectives associated with each goal.
4. **Project Implementation Plan (25 Points).** Identify the plan for carrying out your project, the person or persons responsible for each activity, and the timeline for implementation.
5. **Evaluation Plan (25 Points).** Describe your plan for documenting progress toward the measurable objectives. Describe the instruments or methods you will use to collect evidence to substantiate meeting your objectives and the person or persons responsible for this documentation.

6. Budget (15 Points). Provide a line item budget for your request and include a narrative justification below the detailed budget. Identify any other funding sources that have committed resources to the project, and identify line item expenditures for the BTF share.

D. Required Attachments.

- An IRS letter of tax exempt status
- Letters of support from any collaborating agencies for projects involving other agencies

Submission Instructions:

The deadline for proposal submittal is 5 PM on **November 3, 2017**. You may submit your proposal by email, by hand delivery, or by regular mail. If by hand or regular mail, please submit five copies of the proposal by the deadline. Please fasten proposals with binders or butterfly clips rather than staples.

Email Address: jbaldasare@daytonfoundation.org

Mailing Address: Brighter Tomorrow Foundation
40 N. Main Street, Suite 500
Dayton, Ohio 45423

Fax number: (937) 222-0636

Phone: (937) 222-3390 or (937) 225-9954

Notification of Grant Award:

Applicants will be notified of funding decisions by February 28, 2018. Please do not call; email; fax BTF to inquire about the status of your application.

Post-Award Reporting:

Grantees will be required to submit a written final report as outlined below. The report and budget information should not exceed 2 pages. Documentation such as brochures, photos, sample products, videotapes, CD's or DVD's may be attached as an appendix or in some other appropriate form. **Failure to submit a final report will jeopardize your receiving future funds from the Brighter Tomorrow Foundation**

If your project includes production of written materials or publicity, BTF requests that you acknowledge our support with the following statement: ***Project support provided by the Brighter Tomorrow Foundation.***

The final report is due on or before October 12, 2018 and must include the following information:

1. Name of organization
2. Contact person
3. Amount awarded
4. Amount spent
5. A copy of final expenditures vs. budget
6. Number of individuals served
7. A description of the project and how project goals and measurable objectives were met. (Include a summary of evidence collected.)

Brighter Tomorrow Foundation
2018 Grant Application

COVER SHEET

Organization _____

Address _____

County _____

Contact Person _____ Phone _____

E-mail _____

Title of Project _____

BTF Priority Addressed: ___ 1 Housing ___ 2 Lasting Equipment

 ___ 3 Education ___ 4 Recreation

Grant will support the needs of (check all applicable):

___ only Adults with developmental disabilities

___ both Adults and Children with developmental disabilities

___ only Children with developmental disabilities

___ Other, specify _____

Amount Requested: _____

Name of Organization's Authorizing Agent _____

Signature of Authorizing Agent _____

Date _____