

THE BRIGHTER TOMORROW FOUNDATION 2018 GRANT PROPOSAL CHECKLIST

Review this Checklist as the first step in preparing your Proposal and once again before submitting your Proposal to make sure it is complete.

___ Submit on or before **5 p.m., Friday, November 3, 2017**

___ One original and four copies of the proposal are submitted, if sent through the mail or hand delivered; proposal may also be e-mailed. Proposal Includes:

___ 1-Applicant Information: Narrative describing organization's purpose, experience with target population, accomplishments and history **relevant to proposed project**.

___ 2-Need statement: Describe the **NEED** to be addressed by the project and other available funding. Indicate why BTF support is being requested.

___ 3-Project goals and Benefits: State the purpose of the project (Goals) and measurable objectives associated with each goal. Briefly tell how the goals are related to BTF's priorities.

___ 4-Project plan: Describe your implementation plan: provide the timeline and the persons responsible for each activity.

___ 5-Evaluation plan: Describe your evaluation plan: timeline for collecting data for each measurable objective; method to be used for gathering data for each measurable objective; list persons responsible for gathering data for each measurable objective.

___ 6-Budget: Provide a line item budget for proposal including other funding sources supporting the project that shows BTF's share. Provide a narrative justification below the **detailed** budget.

___ Documentation of 501(c)(3) eligibility status

___ Letters of support from **any collaborating** organizations; **do not include general letters of support**

___ Cover sheet is complete, including:

___ Organization name, address and **county** where located; if a collaborative project, list the organization serving as the fiscal agent.

___ Contact person with both phone number and e-mail information

___ **Signature** of person authorized within organization to sign such grants

___ Title of Project is clearly legible

___ BTF **funding priorities** are identified

___ Population being served is checked; matches body of grant language

___ Amount requested; matches budget submitted

**Brighter Tomorrow Foundation
2018 Grant Application
Cover Sheet**

Application Deadline: Friday, November 3, 2017

Organization _____

Address _____

County _____

Contact Person _____ Phone _____

E-mail _____

Title of Project _____

| | | | | |
|--------------|-------------------------------------|---|---------------------------------------|--|
| BTF Priority | <input type="checkbox"/> 1) Housing | <input type="checkbox"/> 2) Lasting Equipment | <input type="checkbox"/> 3) Education | <input type="checkbox"/> 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 _____

Brighter Tomorrow Foundation 2018 Grant Application Template

Attach to cover sheet (Please note the weighted point system for each section)

Restate Title of Project _____

| |
|---|
| Section 1: Information about the Applicant (10 Points) |
| A – Organization’s Purpose (related to proposed project): |
| B – Experience and accomplishments with population grant will serve: |
| C - History relevant to proposed project: |
| Section 2: Statement of Need (10 Points) |
| A – Briefly describe need to be addressed and population to be served (should match cover page): |
| B – Discuss the availability of other funding: |
| C – Discuss why you are asking BTF for support: |
| Section 3: Project Goals and Expected Benefits (15 Points) |
| A – Describe purpose (goal/s) of project: [For example: Our goal is to provide 40 parents of children with disabilities car seats.] |
| B – Identify measureable objectives associated with each goal: [For example: Obj: 1 - From our “requests for car seat data base”, we will identify parents of children with disabilities in Montgomery County and provide the number car seats for which we are funded. Obj: 2 – We will maintain records of the ages and specific disability of the children using the car seats for the purpose of establishing a “need for service” baseline.] |

| Section 4: Project Implementation Plan (25 Points) | | | |
|---|----------------|-------------|---------------------|
| Steps/Phases of Activities | Beginning Date | Ending Date | Persons Responsible |
| | | | |
| | | | |
| | | | |

| Section 5: Evaluation Plan (25 Points) | | | | |
|---|----------------------------|----------------|-------------|---------------------|
| Steps for gathering data | *Method for gathering data | Beginning Date | Ending Date | Persons Responsible |
| | | | | |
| | | | | |
| | | | | |
| *Description of data gathering method: | | | | |
| | | | | |

| Section 6: Budget (15 Points) | | |
|--------------------------------------|-------------|---------------|
| Project Expenses | BTF Portion | Other Support |
| | | |
| | | |
| | | |
| | | |
| Total | | |
| Budget Narrative: | | |
| | | |

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.

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