

**REQUEST FOR PROPOSALS  
Grant Awards 2020**

**Brighter Tomorrow Foundation  
1401 S. Main Street, Suite 100  
Dayton, Ohio 45409**

**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 1, 2019.**

**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 2020 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. **Transportation:** This category includes strategies to enhance access to transportation, which may include technology, infrastructure changes, alliances with other providers, etc.
3. **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.
4. **Education:** Items such as, computers, software, cameras, projection/recording equipment, art supplies, etc. which encourage and make possible new learning and working options.
5. **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 2020, 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 five priority areas.

## **Eligible Applicants:**

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

## **Unallowable Activities and Expenses**

Brighter Tomorrow Foundation will not provide support for:

- Capital campaigns
- Operating Expenses
- Retroactive funding for activities that have already taken place
- Basic research
- Staff development
- Supplanting of projects or activities that have existing funding from other sources
- Staff salaries or wages
- Activities and projects that are directed to individuals with Developmental Disabilities living outside of Montgomery County
- Individual applicants
- Carry over funding

## **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.**

**C. Required Narrative (Please note the weighted point system for each section as a guide for review.) The narrative may be submitted on a separate page or included in the template provided. Caution – if you submit on a separate page, be careful to include all of the information required on the template.**

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 (if any)

**Submission Instructions:**

The deadline for proposal submittal is 5 PM on **November 1, 2019**. You may submit your proposal by email, by hand delivery, or by regular mail. Please fasten proposals with binders or butterfly clips rather than staples. Only the original need be submitted – no copies are necessary

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Phone: (937) 225-9939

**Notification of Grant Award:**

Applicants will be notified of funding decisions by February 28, 2020. Please do not call; email or fax BTF to inquire about the status of your application. Once award letters are mailed, awardees have 10 business days to return signed “Grant Acceptance Document.” **Failure to return the document within the timeframe may result in revocation of the award.**

**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, CDs, or DVDs may be attached as an appendix or in some other appropriate form. **Failure to submit a final report will jeopardize your receipt of 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 16, 2020 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  
2020 Grant Application

**COVER SHEET**

Organization\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

County\_\_\_\_\_

Contact Person\_\_\_\_\_ Phone\_\_\_\_\_

E-mail\_\_\_\_\_

Title of Project\_\_\_\_\_

BTF Priority Addressed:\_\_\_1 Housing \_\_\_2) Transportation\_\_\_3 Lasting Equipment  
\_\_\_ 4 Education \_\_\_ 5 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\_\_\_\_\_