

## THE BRIGHTER TOMORROW FOUNDATION 2020 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, 2019**

\_\_\_ One original 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 measureable 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 measureable objective; method to be used for gathering data for each measureable objective; list persons responsible for gathering data for each measureable 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) or governmental nonprofit agency eligibility status

\_\_\_ Letters of support from **any collaborating** organizations (if any); **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  
2020 Grant Application  
Cover Sheet**

**Application Deadline: Friday, November 1, 2019**

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 2020 Grant Application Template

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

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

<b>Section 1: Information about the Applicant (10 Points)</b>
A – Organization’s Purpose (related to proposed project):
B – Experience and accomplishments with population grant will serve:
C - History relevant to proposed project:
<b>Section 2: Statement of Need (10 Points)</b>
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:
<b>Section 3: Project Goals and Expected Benefits (15 Points)</b>
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 funding. 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.]

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

<b>Section 5: Evaluation Plan (25 Points)</b>				
Steps for gathering data	*Method for gathering data	Beginning Date	Ending Date	Persons Responsible
<b>*Description of data gathering method:</b>				

<b>Section 6: Budget (15 Points)</b>		
Project Expenses	BTF Portion	Other Support
<b>Total</b>		
<b>Budget Narrative:</b>		

**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 1, 2019**. You may submit your proposal by email, by hand delivery, or by regular mail. If by hand or regular mail, please submit the proposal by the deadline. Please fasten proposals with binders or butterfly clips rather than staples.

Email Address: [gdarling@daytonfoundation.org](mailto:gdarling@daytonfoundation.org)

Mailing Address: Brighter Tomorrow Foundation  
1401 S. Main Street, Suite 100  
Dayton, Ohio 45409

Fax number: (937) 222-0636

Phone: (937) 222-3390 or 225-9939