



Community Programs Application Template

PLEASE NOTE: This form is an outline of GAR's grant application, to help you prepare your application. Applications are ONLY accepted through the online system. To apply, go to garfoundation.org/apply/application/.

Page 1 - Cover Page

Important information about this application – PLEASE READ!

This application is used by organizations who seek funding in the categories of Food Distribution, Emergency Services, Immigrant & Refugee Services, Nonprofit Sector Advancement, and Arts & Culture.

Before you begin, we have a few tips:

- 1) **Choose one application.** You can only apply to GAR under one category. For instance, if you are requesting support for a program that serves immigrant and refugee communities, in part by providing access to the arts, you must decide in which category the work **primarily** falls and complete that application.
- 2) **Different questions are required for each category.** See below for details on how to complete the application.
- 3) **SAVE YOUR WORK OFTEN.** The system automatically times out after 20 minutes, and if you haven't saved, your work will be lost. We recommend writing the answers to your questions in another document, then copying and pasting them into this form.
- 4) **Fields with an asterisk are required.**
- 5) **Please provide the information requested as succinctly as possible.** Most of our questions do not have word limits, but brevity and specificity are greatly appreciated!
- 6) **Print this instruction page** so that you can complete the correct application pages, as outlined below.

ALL APPLICANTS MUST:

- Answer all questions on pages 2 through 5
- Upload the required attachments listed on page 8
- Complete the [Organization Budget Template](#) and upload it with the attachments

Organizations in Food Distribution, Emergency Services, Immigrant & Refugee Services, and Nonprofit Sector Advancement should:

- Complete page 6
- Skip page 7

Arts & Culture Organizations should:

- Skip page 6
- Complete page 7
- Complete the [Arts & Culture Data Form](#) and upload it with the attachments.



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	If your grant application is in the category of...				
Then complete...	Food Distribution	Emergency Services	Immigrant & Refugee Services	Nonprofit Sector Advancement	Arts & Culture
Pages 2-5	✓	✓	✓	✓	✓
Page 6	✓	✓	✓	✓	
Page 7					✓
Attachments	✓	✓	✓	✓	✓
Organization Budget	✓	✓	✓	✓	✓
Arts & Culture Data					✓

If you have any questions or encounter any issues, please contact Jessica Cherok at icherok@garfdn.org or 330-576-2915.



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Page 2 – Organization Information

All applications must complete this page.

*Organization's Legal Name

Doing business as / also known as

*Address

*City/State/Zip

Website

Page 3 – Contact Information

All applicants must complete this page.

Head of Organization

(Who leads your organization?)

*First Name

*Last Name

*Title

*Email

*Phone Number

Applicant Contact

(Who should we contact to discuss this application?)

Same as Head of Organization?

Check this box to autofill this section with the information above.

First Name

Last Name

Title

Email

Phone Number



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Page 4 – Financial Information

All applicants must complete this page.

*Organization's Tax ID

(or fiscal sponsor's ID, if applying through a fiscal sponsor)

* Date on 501(c)(3) letter

Name of Fiscal Sponsor

(if you have one)

*Annual Operating Budget

(i.e., what are your organization's total annual expenses?)

Endowment Market Value and Date of Valuation

(if your organization has an endowment)

*Major Funding Sources (by percent)

(e.g., 20% government, 40% individual contributions, 20% foundations, 20% earned income)

*What percent of your board members make a financial contribution to your organization?



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Page 5 – General Application Information

All applicants must complete this page.

*This is a request for:

(e.g., “for operating support” or “for the XYZ program”)

*Request Amount

*In which of GAR’s Community Program impact categories does this request fit?

Food Distribution, Emergency Services, Immigrant & Refugee Services, Nonprofit Sector Advancement, Arts and Culture

1. *Please provide a brief (4-5 sentence) overview of your organization’s mission and work.
2. If this is a request for a specific project, please provide a brief (4-5 sentence) description of the project.
3. *What outcomes will you have achieved in one year if this grant is a success? Please provide specific, measurable outcomes in a numbered list (not a narrative).
(e.g., 1. 60% of clients will leave the shelter for permanent housing; 2. In the 2018-19 school year, school absenteeism rates will be reduced by 25% for participants in our program.)
[\(Click here to learn more about #WhyWeAsk for outcomes and objectives.\)](#)
4. *What are the objectives you will pursue with these grant funds? Your objectives should be quantifiable and correspond to your list of outcomes above.
(e.g., 1. Provide emergency shelter to 750 women in Akron in 2018; 2. In the 2018-19 school year, provide tutoring services to 100 APS high school students.)
[\(Click here to learn more about #WhyWeAsk for outcomes and objectives.\)](#)
5. *How many people did you serve **last year**? Please provide details for the following demographic categories:
(If this is a request for operating support, include numbers served throughout your organization. If this is a request for a project, specify the number served by that project.)
 - Total number served
 - Gender
 - Age
 - Race
 - City of Akron residents



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6. *What population will you serve with this proposal **in the coming year**? Please provide details for the following demographic categories:
(If this is a request for operating support, include numbers served throughout your organization. If this is a request for a project, specify the number served by that project.)
 - Total number to be served
 - Gender
 - Age
 - Race
 - City of Akron residents

7. *Who will lead this work? Please provide a short description of his/her experience in this area.

8. *GAR believes partnership and collaborations are key to addressing issues in our community. Who are your key partners and collaborators with respect to the work for which you are seeking funding? Describe their roles. Please be specific.

GAR Foundation is committed to tackling structural barriers rooted in racial and economic inequity. Please answer the following questions about diversity in your organization and among your client population.

[\(Click here to learn more about #WhyWeAsk about diversity and inclusion.\)](#)

9. *Please describe the diversity of your **board** for each of the following categories:
 - *Total number of board members
 - *Male / Female / Other
 - *Under age 40 / Over age 40
 - *White / People of Color

10. *Please describe the diversity of your **staff** for each of the following categories:
 - Total number of staff members
 - Male / Female / Other
 - Under age 40 / Over age 40
 - White / People of Color

11. *How does your organization ensure that its work is shaped and informed by diverse voices and perspectives?



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Page 6 – Food Distribution, Emergency Services, Immigrant & Refugee Services, and Nonprofit Sector Advancement

Arts and Culture Organizations do NOT need to complete this page.

GAR believes that data is essential to understanding issues, evaluating outcomes, and guiding decisions. Please answer the following questions about your evaluation methods.

12. What data do you collect and/or review as part of conducting your work?
13. Please describe your plans to evaluate your outcomes. What will you measure, and how? Will you use a third-party evaluator, or will you self-evaluate?

Page 7 – Arts & Culture ONLY

Other organizations do not need to complete this page.

12. Does your organization self-publish its events on SummitLive365.com, Summit County's free marketing tool and events calendar for arts and culture? Yes/No
([Click here to learn more about #WhyWeAsk this question.](#))
13. What makes your programming relevant to Akron arts audiences? How do you determine your relevance?

Attachment Page

All applicants must provide the following documents:

- A copy of your 501(c)(3) letter
- A cover letter, signed by your board president, indicating intent to apply for this grant
- A current board list with contact information for all board members
- The [Organization Budget Template](#) provided on our website
- A project budget, if you're applying for a specific project
- Your current year-to-date financial statements
- Your most recent 990
- Your most recent audit, or, if your organization does not have an audit, the most recent year-end unaudited financials
- A list of all grants you've received in the last 2 years, including the years they were received and the amounts awarded
- A list of other funders you've approached for this project or purpose
- The [Arts & Culture Data Form](#) provided on our website, if you are submitting an Arts & Culture request