



APPLICATION FOR GRANT WRITING ASSISTANCE

The Volunteer Center of Erie County
300 Central Avenue, Sandusky, OH 44870
Phone: 419-627-0074 Fax: 419-627-5416

Name of Organization _____

Billing Address _____

Telephone _____ Email _____

Contact Name _____ Title _____

Tax Exempt # _____

Attach copy of 501c3 determination letter. Churches, government or other entities covered by a group exemption, attach a copy of the group exemption letter and documentation of your inclusion within the group.

Describe in one or two sentences, the project or need for funds. _____

How will this project benefit the community? _____

Approximate budget for project _____ Approximate amount needed from grant _____

Does your organization have a development staff person? _____ Yes _____ No

Please check the type of assistance requested:

- | | |
|------------------------------------|---|
| _____ Consultation | _____ Editing or proofreading a draft |
| _____ Research grant possibilities | _____ Finding collaborative partners/programs |
| _____ Grant writing | _____ Grant reporting for funded grants |

The undersigned agrees to the following:

1. The applicant agency pays an hourly rate of \$10.00 for grant writer services. The actual fee for grant writing services is \$25.00 per hour. The Erie County Community Foundation provides the balance. The applicant agency will receive an estimate in advance of the number of hours required to complete the grant.
2. Applicants must meet eligibility requirements and will be contacted within two weeks of application. Assistance is not guaranteed for every request.
3. The applicant agency understands that grant writing assistance is not a guarantee of grant awards. Fees are to be paid to the Volunteer Center regardless of the outcome of the grant application.
4. The undersigned hereby releases The Volunteer Center, and the Erie County Community Foundation of any claim or demand of grant monies.
5. In order to track the grant writing services, the undersigned gives The Volunteer Center permission to release this information for statistics and study.

Signature _____ Date _____

Please submit this application to: The Volunteer Center of Erie County, 300 Central Ave., Sandusky, OH 44870.

Questions? 419-627-0074 or execdir@thevolunteercenter.com

Office Use Only: Date received _____ Application # _____ Response date _____

GRANT WRITING: REALITY CHECK

FACTS: All grant seekers believe in their organizations, and many believe their organizations are unique. All grant seekers sincerely wish to help people in need and to improve their communities. All grant seekers need money.

WISHFUL THINKING: All grant requests will be funded.

Grants will pay my salary. Grants for large amounts of money will be given to start up organizations.

Grants will be awarded year after year. Grants will fully fund my organization's budget.

RATE your organization on the following questions which are typically asked by funders as they review grant proposals and make decisions about whether or not to approve a grant request. If your answers are mostly "no" or "not sure" you may want to consider whether your organization is ready to apply for a grant.

INQUIRING FUNDERS WANT TO KNOW	YES	NO	NOT SURE	COMMENTS
Does the organization have a 501c3 letter of determination?				
Does the organization have a board of directors that represents a good cross section of the community?				
Is the staff experienced/qualified to do the proposal program and operate the organization?				
Are there enough staff/volunt. associated with the agency to implement the programs?				
Has the organization been in operation for at least a year?				
Does the organization have a good reputation/good standing in the community?				
Does the organization have a well-prepared, realistic budget?				
Does the organization have a diversified base of financial support?				
Does the organization have financial statements, audit, recent 990 or other documentation to indicate that it has solid fiscal management?				
Does the budget indicate the organization is stable and operating in the black?				
Does the grant request meet the funders' priorities and restrictions?				
Has other support for this project been obtained?				
If the grant is denied, will the project go forward?				
After the grant money is spent, are additional dollars needed to continue the project? If so, does the agency have sources of funding or a feasible plan to raise those funds?				
Is this a unique program or service?				
Does this project help fulfill the organization's mission?				
Does the organization have other funding or a funding plan to pay for overhead, such as salaries, transportation, rent, etc.?				
What percentage of the organization's budget does the grant represent and does this seem reasonable?				
Is the grant request in keeping with amounts of other grants awarded by the funder?				
Will this program benefit many people in the community, or if this is a specific needs project, will this project benefit people who may not be served by other programs?				