

This document is meant to serve as a preview of the questions you will be required to answer and the documents needed to complete a full application. This document should NOT BE SUBMITTED.

To begin, please go to our Grants Gateway site and click on Apply for a Grant to begin the online application.

Pre-qualifying Questions:

1. Your Organization profile was last updated on (*review the date indicated*)
2. Is it current (Yes or No). If no, please update your Organization Profile before continuing
3. Are you applying to one of the Foundation's affiliated funds?

Application Questions:

Section 1: Contact Information

Project Title

Applicant Contact/Project Person

(As the Grant Contact for your organization, you will receive communication regarding this request by email)

Contact Person's Phone Number and email address:

Executive Director's Name and email address

Section 2 & 3: Project Summary

Requested Amount:

Total Project Budget:

Total Organizational Budget

Requested Grant Period (*From/To*):

The foundation cannot fund projects already underway or projects that have already been completed. Please submit your request well in advance of your project's start date.

1. Have you previously spoken with a specific Foundation staff member regarding this submission? If so, please provide their name
2. Project Summary –Provide a brief overview of the proposed project/program. (max 5,000 characters)
3. Budget Summary –Summary of expenses that would be supported by the requested funds, e.g. staff, supplies, travel, etc. (max 5,000 characters)
4. What will happen as a result of your program? How will you measure success? (max 5,000 characters)
5. Provide any other information not captured elsewhere regarding your organization, program, or project that you believe will help Foundation staff understand this proposal? (max 2,000 characters)

Section 4: Requested Expenses

EXPENSES (CLEVELAND FOUNDATION GRANT)	CLEVELAND FOUNDATION REQUEST	OTHER FUNDING	DESCRIPTION	ACTION
Salaries and Wages				Edit
Consultants				Edit
Travel				Edit
Equipment				Edit
Office Supplies/Materials				Edit
Postage/Mailing				Edit
Indirect Expenses (i.e. rent/occupancy, utilities, maintenance)				Edit
Other				Edit
Total	\$0.00	\$0.00		Add

Section 5: Authorizations

The Foundation requires all applicants for grants to comply with its nondiscrimination policy. By checking "I AGREE" below, you are confirming that the organization applying for a grant does not discriminate against employees, volunteers, board members, or the members, client, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, handicap, ancestry, sexual orientation, or any other characteristic protected by law.

An authorized officer of the organizations governing board, or the Chief Executive Officer, has reviewed and hereby certifies that the information in this grant application is true and correct, and certify that the Federal tax exemption determination letter has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organizations continuing tax exempt classification as set forth in such determination letter. You also certify that you have read and agree to the Terms and Conditions of Grant document that is available in the Forms section of this site.

To upload your documents, click on the Details link next to each required document listed.

Application Requirements: (Some Funds may not require all the documents below)

- **Board list with affiliations**
- **Organization budget for current fiscal year**
- **Complete Audit** (if available, include auditors notes and management letter, if issued). If no audit is available, please provide: Statement of Revenue/Support and Expenses for your organization's most recently completed fiscal/calendar year, Current Balance Sheet and Statement of Activities for most recently completed fiscal/calendar year.
- **Additional Attachments (Optional) maximum of 3**