

THE MYLANDER FOUNDATION
GRANT APPLICATION INSTRUCTIONS

A completed Grant Application includes a proposal narrative, a budget form, and a set of required attachments. Please follow the outline below in completing your application.

Proposal Narrative

The proposal narrative should not exceed two pages and should address the following, in this order:

1. Summary Benefit

Summarize the purpose of your project and explain how this grant will be used. Explain the need for this program and how that need was determined. If others are offering similar programs, explain how your program is not a duplication of services but is unique.

2. Community Benefit

Explain who this program will benefit and in what ways. Projects must benefit Ohio residents, preferably those in Erie County. If you are collaborating with other Erie County agencies, please describe the collaboration and community support for the project.

3. The Mylander Foundation Funding

Explain how The Mylander Foundation funds will be used, and please be specific. For example, if you are purchasing supplies, to say that “\$300 is needed for any early elementary reading program”; say instead, “\$300 is needed to purchase supplies, including \$200 for 10 early reader books, \$40 for construction paper and art supplies; and \$60 for 3 First Readers DVDs at \$20 each.”

4. Additional Funding

If additional funds are needed to complete the project, how much additional funding is needed? Are these funds pending or have they been obtained, and from what sources: If you are seeking The Mylander Foundation grant as matching funds for another grant, please explain the terms of the matching grant. If The Mylander Foundation grant is made, if the project is to be ongoing how will this project continue after grant money is expended? If The Mylander Foundation grant is denied, how will this program be funded?

5. Evaluation

Explain how you will measure and evaluate the anticipated outcomes of this project.

Budget Form

The Budget Form is provided on page 2 of the application.

Column A

Column A includes the categories of available funding. Please note: salaries and benefits for organization employees or other operating costs such as rent, utilities, insurance and so forth are not eligible for funding through The Mylander Foundation grant.

Column B

List the total of all project costs.

Column C

List the amounts and items to be purchased with The Mylander Foundation grant funds.

Column D

List the amounts and items to be purchased with other funding.

Bottom line

The bottom line on the budget form should show totals for each column, and should equate to $B = C + D$. Please check your math. List amounts by full dollar amount (round cents up to the next dollar). Please check your proposal narrative and make certain that numbers mentioned in the narrative correspond to numbers on the budget form.

Required Attachments

Required attachments include the following:

(1) 501(c)(3) IRS determination letter

If you are a church, governmental or other entities covered by a group exemption, provide a copy of the group exemption letter and documentation of your inclusion within the group. Governmental agencies not having a 501(c)(3) letter or group exemption letter must explain why they do not have a 501(c)(3) letter.

(2) Current IRS Form 990 or if you do not file a Form 990 your most recent financial statement and annual budget.

(3) Mission statement

(4) List of board members