



2023 Basic Human Needs Grants Application

Checklist and Submission Guidelines

Due Dates: February 10, May 12, August 11 and November 10 by 4:00 p.m.

To be considered, the application packet must be completed according to the following checklist. Carefully review this checklist as the first step in preparing your application packet and again before submitting to make sure the application packet is complete.

Step 1: Complete the Application

Responses for all questions are required, unless otherwise noted.

Please note that our application form is character- and space-limited.

An electronic signature is required for Terms and Conditions on page 2. A scanned or digitized image of a handwritten signature or typed name is acceptable.

Step 2: Prepare the Required Documentation

If any of the following documents are available on your website, you can provide the links instead of emailing the documents.

IRS letter of determination 501(c)(3) of your organization or your fiscal agent

An example of each of the following (if available):

- a. Annual report
- b. Organizational brochure
- c. Newsletter

A copy of most recently completed audit, including auditor's notes.

If the organization does not have an audit, please complete an Audit Exemption and submit it with the application. The Audit Exemption can be found on The Dayton Foundation's website at <https://www.daytonfoundation.org/grntfdns.html>.

IRS Form 990

A copy of your organization's equity statement, policy or commitment

To be eligible to receive a grant from The Dayton Foundation, you are required to show your commitment towards diversity, equity and inclusion. Please note, in most cases, equity commitment, statement or policy is different from the employee nondiscrimination policy. To review The Dayton Foundation's equity commitment, please visit <https://bit.ly/3yoXuuS>.

Diversity, Equity and Inclusion Form

The form can be found at <https://www.daytonfoundation.org/DEIform.html>.

Step 3: Submit the Application Packet

Please email the completed application form (do not submit scanned application forms) and the required documents to Tania Arseculeratne at tarseculeratne@daytonfoundation.org by 4:00 p.m. on the deadline date.

Incomplete or late applications will not be reviewed during the current cycle.

The Dayton Foundation's staff is not authorized to extend the application deadline.

Please use the following subject line when emailing the application form and required documents: "Basic Human Needs Grants Application Packet"

You will receive an email confirmation when your application packet has been successfully submitted. If you do not receive a confirmation within one business day, please call Tania Arseculeratne at (937) 225-9966.

If there are additional questions about your application, staff will contact you.

We Are Here to Help

If you are new to The Dayton Foundation's grant application process, or if you have any questions when completing the application, you are encouraged to contact Tania Arseculeratne, Community Engagement officer, at tarseculeratne@daytonfoundation.org or (937) 225-9966. If there are additional questions about your application, staff will contact you.

Basic Human Needs Grant Application

General Information (all fields are required)

Organization Name

Mailing Address (Street, City, County, State, Zip)

Federal Tax ID#

Organization Phone

Executive Director CEO President's Name

Executive Director/CEO/President's Email

Organization's Current Annual Budget

Project/Program Budget

Requested Grant Amount

Website Address

Name of Contact for Application

Title of Contact

Contact Phone

Contact Email

Title of Program/Project

State the purpose of your proposal/request in no more than two sentences.

Select the most applicable option(s) from list 1 or 2

1. Basic human need(s) addressed in this proposal (check all that apply)

Food

Housing or rental
assistance

Transportation
assistance

Domestic violence
support

Clothing

Utilities assistance

Medical/prescription
assistance

Basic toiletries and
hygiene products

Other (please specify)

2. Organizational needs addressed in this proposal (check one)

Appliances or equipment

Facility or infrastructure improvements

General operating expenses

Terms and Conditions

1) I hereby attest that our organization does not discriminate against employees, volunteers, vendors or any constituents it serves in any manner.

2) I hereby certify that, to the best of my knowledge, all information presented in connection with this application is accurate. I agree to, and fully understand, this form, and I have reviewed The Dayton Foundation's Guidelines for Basic Human Needs Grants, and I accept its terms and conditions.

Executive Director/CEO/President's Electronic Signature

Date

Project Questions

Please answer the following questions noting the character limit for each response.

1. Tell us about your organization. What is your mission and track record? Highlight two or three key facts and accomplishments that best define your organization. (Maximum 750 characters with spaces)

2. Please describe the project for which you are seeking funding. What is the issue or need the grant request will help to address? How will your project address the identified issue/need? What are your goals? What specific activities will be conducted to achieve these goals? What is the time frame for activities? (Maximum 1,600 characters with spaces)

3. Describe the demographics of the population (race/ethnicity, gender, age, income level, etc.) and geographic region that are the primary focus of the grant request as specifically as possible (preferably using percentages if available). (Maximum 750 characters with spaces)

4. Who is involved in your project? How were the communities you are planning to impact involved in the planning, leading and decision-making of this project? Briefly describe the project leaders and the role each will play in the project. If your project involves partnerships with other organizations, have the proposed partners agreed to participate? (Maximum 1,000 characters with spaces)

5. How will a grant from The Dayton Foundation impact your project/organization? How exactly will Dayton Foundation funds be used? Also, if The Dayton Foundation or other funders cannot provide all of the support requested, what is your plan? (Maximum 750 characters with spaces)

6.1. Total Agency Budget for *Current* Fiscal Year

Name of Agency

Time Period

Revenue Source	Budget for Year	Actual Year-to-Date (specify date)
Corporate and foundation grants	\$	\$
Government grants and contracts	\$	\$
Contributions and other gifts	\$	\$
United Way	\$	\$
Program service fees	\$	\$
Special events, fundraisers	\$	\$
Other revenue (please list below)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Revenue	\$	\$
Expenses		
Salaries, employee benefits and taxes	\$	\$
Professional fees and/or client assistance	\$	\$
Occupancy/rent	\$	\$
Depreciation	\$	\$
Development/marketing	\$	\$
General operating expenses (please list below)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Expenses	\$	\$
Revenue Less Expenses	\$	\$

If expenses exceeded revenues, please explain how the difference will be offset. An accompanying one-page narrative is welcome if additional explanation is warranted.

6.2 Project/Program Request Budget

Name of Agency

Time Period

Revenue	Budget
Corporate and foundation grants	\$
Government grants and contracts	\$
Contributions and other gifts	\$
United Way	\$
Program service fees	\$
Special events, fundraisers	\$
Other revenue (please list below)	
	\$
	\$
	\$
	\$
Total Revenue	\$
Expenses	
Salaries, employee benefits and taxes	\$
Professional fees and/or client assistance	\$
Occupancy/rent	\$
Depreciation	\$
Development/marketing	\$
General operating expenses (please list below)	
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Revenue Less Expenses	\$

If expenses exceeded revenues, please explain. An accompanying one-page narrative is welcome if additional explanation is warranted.