



2021 Greenlight GrantSM Application

Checklist and Submission Guidelines

Application Due Dates: September 1 and December 1 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 once again before submitting to make sure the application packet is complete.

Grant Application Checklist

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.

Signatures are required for Terms and Conditions on page 2. An electronic signature is acceptable.

Please answer question 6.1 *or* 6.2.

Step 2: Prepare the Required Documentation

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

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

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

Copy of most recently completed audit, including auditor's notes

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

IRS Form 990

Copy of your organization's diversity policy (to review The Dayton Foundation's policy, please visit <https://www.daytonfoundation.org/diversitypolicy.html>)

Diversity, Equity and Inclusion Form. Form can be found on The Dayton Foundation's website at <https://www.daytonfoundation.org/greenlightgrnts.html>.

Step 3: Submit the Application Packet

Please email the completed application form (*do not* submit scanned application forms) and 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: "TDF Greenlight Grants Application Packet 2021."

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, and/or if you have any questions when filling the application, you are encouraged to contact Tania Arseculeratne, Community Engagement Officer, at tarseculeratne@daytonfoundation.org or (937) 225-9966.

Greenlight Grant Application

General Information (all fields are required)

Organization Name

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

Organization Phone

Federal Tax ID#

Executive Director/CEO

Executive Director/CEO Email

Website Address

Organization's Current Annual Budget

Amount Requested

Program/Project Budget

Name of Contact for This Grant

Title of Contact

Contact Phone

Contact Email

Title of Project/Program

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

What is the program area that best applies to this proposal? (check one)

Arts & Culture

Education & Youth Development

Environment/Animals

Health

Human Services

Public/Society Benefit

Grant Category (check one)

Capacity Building

Capital Campaign or Capital
Improvement

Special Project or Program
Expansion

Terms and Conditions

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 Greenlight Grants, and I accept its terms and conditions.

Executive Director/CEO Signature (electronic signatures are accepted)

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 your 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 or 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 project leaders and the role that 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. 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)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Revenue	\$	\$
Expenses		
Salaries, employee benefits and taxes	\$	\$
Professional fees, and/or client assistance	\$	\$
Occupancy/rent	\$	\$
Depreciation	\$	\$
Development/Marketing	\$	\$
General operating expenses (please list)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Expenses	\$	\$
Revenue Less Expenses	\$	\$

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

6.1 Project/Program Request Budget

Name of Agency

Time Period

(Items typical for operating a program)

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)	
	\$
	\$
	\$
	\$
Total Revenue	\$
Expenses	
Salaries, employee benefits and taxes	\$
Professional fees, and/or client assistance	\$
Occupancy/rent	\$
Depreciation	\$
Development/Marketing	\$
General operating expenses (please list)	
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Revenue Less Expenses	\$

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

6.2 Capital 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)	
	\$
	\$
	\$
	\$
Total Revenue	\$
Expenses	
Infrastructure (HVAC etc.)	\$
Installations	\$
Site preparations	\$
Furnishings	\$
Professional fees	\$
Contingency	\$
Development/Marketing	\$
Other (please list)	
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Revenue Less Expenses	\$

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