



# GRANT APPLICATION

**Fairfield Community Foundation**  
**5350 Pleasant Avenue**  
**Fairfield, OH 45014**  
**(513) 829-6355**  
**[Linda@fairfieldcommunityfoundation.org](mailto:Linda@fairfieldcommunityfoundation.org)**

# **FAIRFIELD COMMUNITY FOUNDATION**

## **MISSION STATEMENT**

The Fairfield Community Foundation exists to enhance and strengthen the quality of life for the citizens of Fairfield City and Fairfield Township.

*Our Foundation shall accomplish that by:*

- Providing a means for individuals and organizations with varied interests and levels of donations to give back to their community, both during and after their lifetimes.
- Using responsible stewardship in developing and managing permanent endowment funds for community needs such as support of education, community resources, arts, culture, parks, beautification, recreation, historic preservation and needs of families, senior citizens, youth, and the challenged of our community.
- Assessing and responding to existing, emerging, and changing community needs and opportunities.
- Providing leadership to shape the future and build a healthy, strong, compassionate community.

### **PURPOSE:**

The Fairfield Community Foundation's grant program is dedicated to improving the quality of life in our community by supporting a wide range of organizations, both new and old, which carry out projects in the following areas:

- Arts & Culture
- Parks, Beautification and Recreation
- Historic Preservation
- Youth, Seniors and Disabilities
- Scholarships
- Character Education

As we are a local foundation funded through the generosity of our community's citizens, organizations must provide projects or services of direct benefit to citizens of Fairfield and Fairfield Township.

### **POLICIES:**

Grant making policy and specific grant decisions are made by the Board of Trustees. The size and number of grants are directly related to the amount of money available each year and the restrictions donors have placed upon the use of certain funds.

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## **GRANT APPLICATION**

The Foundation restricts its support to organizations with a non-profit and tax-exempt status.

Grants are not made to individuals.

We will not grant to the same organization more than once within the same year.

### **TIMELINES AND THE PROCESS:**

The Board of Trustees of the Fairfield Community Foundation is comprised of 13 community leaders, elected by the Board to 3-year terms. The grants committee meets three times per year to review and recommend grants to the Foundation's Board of Trustees. The following are deadline dates for the receipt of your request:

- December 6 for review in January
- March 13 for review in April
- July 14 for review in August

These dates are subject to change

Completed grant application, plus a copy of your organization's 501(c)(3) letter, should be mailed or emailed to [Linda@fairfieldcommunityfoundation.org](mailto:Linda@fairfieldcommunityfoundation.org).

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Fairfield, Ohio 45014

Telephone: 513-829-6355

Email: [Linda@fairfieldcommunityfoundation.org](mailto:Linda@fairfieldcommunityfoundation.org)

**E-mail is encouraged**. Please consider submitting your application electronically. You may email, mail or drop off your application at the above address. Please do not include extra items such as organizational articles, brochures or videos.

**If your organization receives a grant, you will be required to complete an evaluation form at the end of the year and submit it to the Fairfield Community Foundation.**

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**GRANT APPLICATION**

**SECTION ONE -ORGANIZATION DATA**

Applicant Organization (Full Legal Name)	
Doing Business As	
Previous Name, if changed	
Street Address	
City	
State	
Zip Code	
County	
Mailing Address (if different from address)	
City	
State	
Zip Code	
E-Mail	
Web Site	
Phone (including area code)	
Fax (including area code)	
Executive Director or other Contact Person	
Phone	
Budgeted Expenses for Current Year	
Endowment Size	
Organization's Major Funding Sources	

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**GRANT APPLICATION**  
**SECTION TWO -REQUEST DATA**

Program/Project Title: \_\_\_\_\_

Amount of this request: \$ \_\_\_\_\_

Total Budget for this Program/Project: \$ \_\_\_\_\_

Proposal contact person information: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Community served by this Program/Project:

\_\_\_\_\_

Brief demographic description of population served by this Program/Project:

\_\_\_\_\_

\_\_\_\_\_

Signature of Executive Director: \_\_\_\_\_

Signature of Board President: \_\_\_\_\_

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NOTE: Please use separate sheet of paper for Sections Three, Four and Five below. Use no more than four additional pages.

**SECTION THREE – PROFILE OF ORGANIZATION**

1. Brief summary of organization's history
2. Brief statement of organization's vision/mission
3. Brief description of current programs/projects and activities
4. Description of organization's constituency and geographic region (if different than the project's as described above)

**SECTION FOUR – BENEFIT STATEMENT OF NEED ASSESSMENT**

Statement of need project is attempting to meet or benefit the project is attempting to produce and evidence of that need or benefit.

**SECTION FIVE – PROGRAM/PROJECT DESCRIPTION/METHODOLOGY**

Description of program/project, including:

- a. Activities to accomplish programs/project (is this a new or on-going activity)
- b. Goals/objectives
- c. Time table for implementation
- d. Duration of program/project
- e. Measurable outcomes