

**The Bay Village Foundation**  
**The Community Foundation of Bay Village**  
**Grant Application**

**APPLICATION INSTRUCTIONS**

The Bay Village Foundation is primarily interested in supporting capital projects that improve the quality of life in the City of Bay Village. Projects must be responsive to community needs. The Foundation will also consider requests for support of programs that benefit the citizens of the City of Bay Village. Reporting requirements from a previous year's award are required as part of the current application.

To be eligible, an organization must be located in or provide services to residents within the City of Bay Village. Funding will only be awarded to tax-exempt organizations classified as 501(c)(3) charities by the Internal Revenue Service, or programs that have a tax-exempt fiscal agent.

The Trustees of The Bay Village Foundation will review all applications based on the criteria below and will not consider any incomplete applications. If you have questions, please contact Larry Hull at [lhull@baycorp.com](mailto:lhull@baycorp.com)

Mail the completed application and attachments to Mr. Larry Hull, Grant Committee Chairman, The Bay Village Foundation, P.O. Box 40122, Bay Village, Ohio 44140 or send by email to [lhull@baycorp.com](mailto:lhull@baycorp.com).

**Name of Organization:**

**Address of Organization:**

**Name & Title of Contact Person:**

**Address of Contact Person:**

**Contact Phone Number:**

**Contact Email:**

### **ORGANIZATIONAL INFORMATION**

**Date organization was founded:**

**Summarize the organization's history:**

**Describe the organization's mission and goal:**

**Highlight the organization's accomplishments over the past three years and the benefits to the citizens of the City of Bay Village:**

### **PURPOSE OF THE GRANT**

**Project or Program Name**

**Grant Amount Requested**

**Total Project or Program Budget**

**Describe the Proposed Project or Program**

**Describe the need(s) to be addressed, the target population and the estimated number of people to be served by the Project or Program**

**Describe the Project or Program goals and objectives and the means and methods to meet those goals and objectives**

**Define the Project or Program as a new or a continuing activity**

**Describe the benefits to be realized by the citizens of the City of Bay Village**

**Describe the Project or Program timeline for implementation and execution**

**Other organizations from which funding has or will be requested**

**Organization Name(s)**

**Amount(s) Requested**

**Notification Date(s)**

**Describe how the Project or Program's success will be evaluated and the plan to document progress and results. A final evaluation report will be required for a prior year grant from The Bay Village Foundation when considering the current grant request.**

## **ATTACHMENTS TO THE GRANT APPLICATION**

**A copy of the most recent IRS determination letter indicating 501(c)(3) tax-exempt status**

**Organizational structure, including a list of the officers, members of the Board of Trustees and key personnel. Include job descriptions for key personnel involved in the Project or Program.**

**The organization's current operating budget**

**Annual Report**

**An evaluation report for a grant awarded the previous year. Describe how the funds were used as well as the resulting benefits to the citizens of the City of Bay Village.**

**Attach any other documents that would be helpful to The Bay Village Foundation in evaluating the grant request.**