

Application Question List

Sisters of Charity Foundation of Canton

ORGANIZATION INFORMATION

Executive Director

Director of the organization. Include name, title, mailing address, email address, and phone number.

Character Limit: 250

Primary Contact

Primary contact person for this request. Include name, title, mailing address, email address, and phone number.

Character Limit: 250

Board Chair/Board President

Current Board Chair of the organization. Include name, mailing address, email address, and phone number.

Character Limit: 250

Mission and Purpose*

Please provide the organization's mission and purpose as adopted by the Board of Directors.

Character Limit: 250

List of the organization's current Board of Directors

Please list your board members. Include names and place of employment, if applicable.

Character Limit: 1000

1. Does your organization's Board have term limits?*

Yes

No

2. If yes, please explain terms.

Character Limit: 250

3. Are current Board members related to any staff of the organization?

Yes

No

PROGRAM INFORMATION

Program Name*

Character Limit: 100

Program Begin Date*

Character Limit: 10

Program End Date*

Character Limit: 10

Total Program Budget*

Character Limit: 20

Amount requesting from the Sisters of Charity Foundation of Canton*

Character Limit: 20

Organization's current annual operating budget

Character Limit: 20

Program Description*

Character Limit: 2000

Geographic Area*

- Carroll County
- Holmes County
- Stark County
- Tuscarawas County
- Wayne County

PROPOSAL NARRATIVE

1. Who is your target population?*

Who will receive your services?

Character Limit: 250

2. Approximate number to be served (unduplicated) for the program period?*

Character Limit: 100

3. What is the specific problem, challenge, or need that you plan to address?*

Character Limit: 4000

4. What is the evidence that shows this need exists for your targeted population?*

What is the research, statistic(s) or evidence that shows that this needs exists for your targeted population? Please include citations of research. Include local and agency statistics and/or other evidence that documents the scope of this program for your target population. If applicable, summarize past quantitative and qualitative outcomes of the program.

Character Limit: 4000 | File Size Limit: 2 MB

5. Why is your organization positioned to address this need?*

Character Limit: 1000

6. How does your program differ from similar programs that exist at other organizations?*

Character Limit: 1000

7. How will the community benefit from this program?*

Character Limit: 2000

8. How will the program be sustained after foundation funding ends?*

Sustainability is not just about replacing the money. Sustainability refers to the continuation of the program's goals and efforts to achieve a desired outcome. Various strategies may be used to sustain the program's outcomes including building organizational capacity, implementing systems change, developing collaborations, and reassessing program design and implementation.

Character Limit: 1000

9. What other information do we need to know?

Character Limit: 4000

GOALS, OUTCOMES, STRATEGIES and EVALUATION METHOD

GOALS*

PLEASE NOTE: A goal is a "big picture" statement that summarizes the program's purpose. The best question to ask when setting a goal is: "What do we hope to accomplish in the long term?" Goals for a program are normally broad, ambitious, and related to your organization's mission. The timetable for an organization to achieve its long-term goals usually extends beyond the scope of an individual program year.

Your program goals:

Character Limit: 5000

OUTCOMES*

Be sure there is an easy method to collect and analyze the data required to demonstrate your program's impact and success. There can be multiple outcomes for one goal.

Provide the outcomes that are linked to your goals.

Character Limit: 5000

STRATEGIES*

PLEASE NOTE: Strategies lay out in step-by-step detail the actions that staff, volunteers, and/or participants will take to reach the program's outcomes. When forming strategies, ask yourself, "How are we going to execute the program?"

Provide the strategies that are linked to your outcomes.

Character Limit: 4000

EVALUATION METHOD*

PLEASE NOTE: As part of your program planning, you should develop a way to measure how effective your strategies have been in reaching the outcomes set for the program. Ask yourself, "What tools will we use to collect the information we need to measure our success?"

Provide evaluation methods that are linked to your strategies and outcomes.

Character Limit: 4000

BUDGET

Budget Form F.*

Please upload Budget Form F. The form is called Budget Form and is a Microsoft Excel File. It can be downloaded from here: <http://scfcanton.org/forms.html> Section A is for the income sources and section B is for the expenses. The amount requested from the Foundation in the last column should reflect the portion of each expense that you wish to include in your grant request. The total amount in this column should be the same amount that is requested and shown at the beginning of this form.

File Size Limit: 2 MB

Budget Narrative Form G.*

The file is called Budget Narrative Form and can be downloaded here: <http://scfcanton.org/forms.html>. The budget narrative should include revenue sources, date submitted, amount, status of the request, and decision date. Please describe the details and computation for each of the expense categories included in your program budget. When completing this form, complete all line items. If a particular item is not applicable to your budget, please mark the item N/A.

File Size Limit: 2 MB

ATTACHMENTS

Audited Financials (most recent)*

File Size Limit: 2 MB

Current year budget for the whole organization*

File Size Limit: 2 MB

Current year-to-date financial report (include income and expenses)*

File Size Limit: 2 MB

IRS determination letter

File Size Limit: 1 MB

Previous year-end financial report (if not yet audited)

File Size Limit: 3 MB

1. Additional information that is relevant to the program.

Character Limit: 1000 | File Size Limit: 1 MB

2. Additional information that is relevant to the program.

Character Limit: 1000 | File Size Limit: 1 MB

3. Additional information that is relevant to the program.

Character Limit: 1000 | File Size Limit: 1 MB