



GRANT APPLICATION

The City of Groveport annually supports many non-profit and civic organizations, as well as individual youth, in their efforts to improve the quality of life in Groveport. Funds are awarded annually based on need, the goals of the City Council, and fund availability.

To be considered for funding as part of the City of Groveport’s Grant Program, this application must be completed before the deadline of **February 1** of the year in which any funding award would be spent.

Section One must be completed in its entirety for requests made by non-profit organizations. Section Two must be completed in its entirety for requests made by individuals.

SECTION ONE - NON-PROFIT OR CIVIC ORGANIZATION

Organization Name	
Applicant Organization (Full Legal Name)	
Previous Name	
Tax Exempt ID# (EIN)	
Name of Fiscal Sponsor (if applicable)	
Contact Information	
Proposal Contact Name	
Title	
Phone	
E-mail	
Street Address	
City	
State	
Zip Code	
Organization Website	
Mailing Address (if different than street address)	
City	
State	
Zip Code	
Grant Request Information	
Program/Project Title	
Total Budget for this Program/Project	
Amount of this Request	
Anticipated Project Start Date	
Community Served by this Program/Project	
Total Number of People to be Served	

Type of Request (Check all that apply)	
<input type="checkbox"/> Capital <input type="checkbox"/> Operating <input type="checkbox"/> Program/Project Start-Up <input type="checkbox"/> Other (specify)	
Signature	
Signature of Organizatuion President	

The following responses should be typed, single-spaced. You may answer the questions individually or group them into one narrative per section.

ORGANIZATIONAL BACKGROUND

1. Brief summary of organization’s history and statement of organization’s mission, including population and community served by this organization.
2. Brief description of current programs/projects and activities.

PURPOSE OF FUNDING REQUEST

1. Description of program/project being requested for funding, including how the program/project will improve the quality of life in Groveport.
2. Detail of how funds will be spent.

REQUIRED FINANCIAL ATTACHMENTS

1. Lists of grants received during your organization’s two most recently completed fiscal years. (Include funder name, amount, and brief description.).
2. Total organizational budget for current fiscal year. The organization’s current Balance Sheet and Statement of Revenue and Expenses for your organization’s most recently completed fiscal year.
3. Project budget for your entire project.

PROGRAM/PROJECT FUNDING PLANS

1. List of other funders to whom this current proposal has been and will be submitted. For each funder, indicate amount requested and status of request (e.g. “to be submitted”, “pending”, “funded”, or “declined”. If funded, specify amount of grant and date received.
2. Other anticipated funding for this current proposal including earned revenue, in-kind services, special events, fundraiser, etc.
3. If this will be an on-going program/project, describe plans and specific sources for future/long-term funding.

□ **SECTION TWO – INDIVIDUAL YOUTH**

Grants for individual youths have the following eligibility requirements:

- Resident of the City of Groveport
- Grades 6 through 12
- One grant per individual per lifetime
- \$300 maximum per grant (\$1,500 maximum annually allocated for program)
- All applications must be received no later than **February 1** of the year in which the grant award will be spent.
- A copy of voucher/invoice to verify the costs associated with the grant must be submitted to the City prior to any pay-out of grant monies.

Eligible grant activities must be for the following:

- Federal, state or local civics
- Junior ROTC
- Leadership
- Scouting
- Vocational
- Community affairs project that will benefit residents of the City of Groveport, or to address an issue relevant to the health, safety and general welfare of the City.

Applicant Information	
Applicant Name	
Applicant's Parent Name	
Street Address	
City	
Zip Code	
Phone Number	
E-mail	
Grant Request Information	
Program/Project Title	
Total Budget for this Program/Project	
Amount of this Request	
Anticipated Project Start Date	
Community Served by this Program/Project	
Total Number of People to be Served	
Type of Request	
<input type="checkbox"/> Federal, state or local civics <input type="checkbox"/> Junior ROTC <input type="checkbox"/> Leadership <input type="checkbox"/> Scouting	
<input type="checkbox"/> Community Affairs Project <input type="checkbox"/> Scouting <input type="checkbox"/> Vocational	
Signatures	
Signature of Applicant	
Signature of Applicant's Parent or Guardian	

The following responses should be typed, single-spaced. You may answer the questions individually or group them into one narrative per section.

PURPOSE OF FUNDING REQUEST

1. Description of program/project being requested for funding, including how the program/project will improve the quality of life in Groveport.
2. Detail of how funds will be spent.

REQUIRED FINANCIAL ATTACHMENTS

1. Project budget for your entire project.

PROGRAM/PROJECT FUNDING PLANS

1. List of other funders to whom this current proposal has been and will be submitted. For each funder, indicate amount requested and status of request (e.g. “to be submitted”, “pending”, “funded”, or “declined”. If funded, specify amount of grant and date received.
2. Other anticipated funding for this current proposal including earned revenue, in-kind services, special events, fundraiser, etc.

ACTION TAKEN ON REQUEST

Action Taken	
Date Application Received	
<input type="checkbox"/> Request Approved for Entire Request	<input type="checkbox"/> Partial Approval <input type="checkbox"/> Request Denied
Amount Approved	
If Denied, Reason for Denial	
Signature of Approver	
Date of Award	
Date Documentation Received	
Date Check Issued	

Please note that all requests must be supported by written documentation prior to any funds being released by the City of Groveport.

The City of Groveport reserves the right to audit the financial records of the organization for appropriateness in the use of the grant monies.