Bright Ideas Community Enrichment Fund

Ottumwa Legacy Foundation

Project Overview

Project Name*

Character Limit: 100

Requested Amount*

25% match is recommended for grant requests greater than $20,000.

Character Limit: 20

Total Project Budget* R

Character Limit: 20

Request Summary*

Briefly describe your project

Character Limit: 500

Primary Classification of Project*

Choices
Animal Related
Arts & Culture
Community Development & Vitality
Education
Environment
Health
Housing & Shelter
Public Safety
Recreation & Sports
Research, Training & Development
Social Services
Technology
Youth Development

Secondary Classification

Choices

Project Status*
Choices
Existing Program
New, start-up program

Type of Support*
Choices
General Operating
Project Support
Program Support
Capital: Equipment
Capital: Improvements
Capital: Investment
Capital: New Construction
Matching Funds
Other
Annual Campaign
Student Aid

501(c)3 Nonprofit Status*
Does the <u>applying</u> organization have a 501(c)3 Nonprofit status as designated by the IRS?

Choices   Yes   No

IRS Nonprofit Status Information

Name of Fiscal Sponsor*
If the applying organization does not have a 501(c)3 designation and is using another organization as fiscal sponsor, **please provide the legal name of the sponsoring organization.**

Character Limit: 150

Letter of Support-Fiscal Sponsor
If the applying organization is not a 501(c)3 then, upload a Letter of Support from the Executive Director or Board Chair of the sponsoring organization. (pdf, doc, docx)

File Size Limit: 2 MB

Project Narrative

Mission of Applicant*
Character Limit: 150

Mission Alignment*
How does this project align with or support the mission of your organization?

Character Limit: 500

Creativity or Innovation*
Explain how this program/project meets the purposes of a "Bright Idea".

Character Limit: 1500

Community Needs*
What needs within the community will be addressed by this project/program? (if applicable, cite sources)

Character Limit: 5000

Projected Number of Individuals Served*
Number of individuals served by the proposed project/program.

Character Limit: 10

Explanation of Projected Number of Individuals Served*
Please explain how you determined or calculated the *Projected Number of Individuals Served* listed above.

Character Limit: 250

Project Start Date*
Estimated project start date (mm/dd/yyy)

Character Limit: 10

Project End Date
Estimated project end date (mm/dd/yyyy)

Character Limit: 10

Project Leadership*
Who will lead the proposed project/program and how are they qualified to successfully complete the project? Who are the other strategic partners or team members and what is their role in the project?

Character Limit: 1500

Strategic Partnerships
Explain if there are other organizations, businesses, or groups working on a similar project or offering a similar program or service.

Character Limit: 250

Provide a least **3 SMART** project objectives

<u>EXAMPLE</u>

<u>Objective 1:</u> 70% of Sample school's students that attend at least 3 pre-test preparatory sessions will score at least 2 points higher than the school's average ACT score. The current average ACT score is 19.

<u>Key Indicator(s) with Measurement Tool:</u>

1. Attendance and participation in pre-test preparatory sessions. Students will sign-in at each session.

2. Cumulative ACT score.

<u>Outcome(s):</u> Students will have increased opportunities for post-secondary education and scholarships.

Objective 1*
Character Limit: 500

Key Indicator(s) and Measurement Tool for Objective 1*
Character Limit: 500

Outcome(s) of Objective 1*
Character Limit: 500

Objective 2*
Character Limit: 1000

Key Indicator(s) and Measurement Tool for Objective 2*
Character Limit: 500

Outcome(s) of Objective 2*
Character Limit: 500

Objective 3*
Character Limit: 1000

Key Indicator(s) and Measurement Tool of Objective 3*
Character Limit: 500

Outcome(s) of Objective 3*
Character Limit: 500

Additional Project Objectives (optional)
Character Limit: 1000

Sustainability*

What is your strategy for project sustainability? How will you maintain what has been developed with this project (either financially or otherwise) and whose responsibility will it be?

Character Limit: 2500

Supporting Local Business*

The Ottumwa Regional Legacy Foundation is committed to supporting local businesses when possible. If your project requires contracted materials or labor, have you made an attempt to secure local bids? If no, why not?

Did you utilize a competitive bid process by securing more than one bid? If not, why not?

Character Limit: 1000

Availability of government funding sources

If you are a school or government agency, please explain why funding is not available via government sources.

Character Limit: 250

Geographic Area Served*

Please check all that apply

Choices

City of Ottumwa
Wapello County
Additional surrounding counties

Gender Demographic Served

Choose all that apply

Choices

Female
 Male
All genders

Age Demographic Served

Choose all or most appropriate age group served through this project

Choices

Infants/Toddlers
Children/Youth
Adolescents/Young Adults
Adults
Aging/Senior Citizens

Race and Ethnicity Demographic

Choose all or most appropriate race and ethnicity group(s) to be served by this project.

Choices

American Indian or Alaska Native
Asian
Black or African American
Hispanic or Latino
Native Hawaiian or Other Pacific Islander
White

Project Budget Information

Project Budget*

Downloadproject budget worksheet, fill in all project income and expenses and re-upload when complete.

File Size Limit: 2 MB

INTERNAL: Percentage of Project To Be Funded By Grant Request*

Percentage of total project that will be funded by ORLF if grant is funded in full

Character Limit: 10

Supporting Documentation Uploads

NEW: Supporting Document Requirements

1. **Letter from Board Chair or Meeting Minutes-** Required for all applicants
2. **Board Roster, IRS Form 990, Financial Statements and Organizational Budget**- Required yearly. If your organization has already submitted an application in the current calendar year, no roster is required **unless** there has been a change since Jan 1st of the current year
3. **IRS Letter of Determination** required for new applicants and Fiscal Sponsors **ONLY**

Letter of Support or Meeting Minutes*

Upload a letter from Board Chair supporting grant application or Meeting Minutes that approve grant application.

File Size Limit: 2 MB

Board Roster

NEW APPLICANTS: Required
RETURNING APPLICANTS: Once yearly or if change has occurred since Jan 1st of current year.

File Size Limit: 2 MB

Most recent IRS Form 990

NEW APPLICANTS: Required
RETURNING APPLICANTS: Required once yearly

File Size Limit: 3 MB

Finanical Statements

NEW APPLICANTS: Required
RETURNING APPLICANTS: Once yearly

File Size Limit: 4 MB

Organizational Budget

NEW APPLICANTS: Required

RETURNING APPLICANTS: Once yearly or if a change has occurred since previous submission

File Size Limit: 3 MB

IRS Tax-exempt Determination Letter

NEW APPLICANTS: Please provide a copy of your organization's 501c3 designation letter.

File Size Limit: 2 MB

Supporting photos, architectural drawings, etc.

File Size Limit: 3 MB

Additional supporting document

File Size Limit: 2 MB

Electronic Signature

Electronic Signature*

I confirm that everything included in this grant application is true and accurate to the best of my ability.