

# Architectural Foundation of Cincinnati

## Grant Application Process

Direct intent to apply notice (encouraged) and request for additional information to: Sue Ann Painter, Executive Director, [PainterAFC@aol.com](mailto:PainterAFC@aol.com) or during regular business hours at (513) 421-4469.

### **Guidelines**

**Eligibility:** Organizations must have demonstrated fiscal responsibility (current budget and financial statement required) and a commitment to quality programs, which have local or regional impact in Hamilton, Clermont, Butler, Warren, Campbell, Kenton, and Boone counties in Ohio and Kentucky. Education projects that pertain to architecture, design, and the visual arts are a priority. AFC does NOT fund “bricks and mortar” projects.

**Criteria:** Proposals will be evaluated on the project's perceived ability to satisfy a need, its originality (does it duplicate an established program?), and the size and significance of the audience served. AFC will not fund more than 50% of a project, and a significant portion of the project's funding should be committed.

**Application Deadlines:** See AFC Website ([www.architecturecincy.org](http://www.architecturecincy.org)) for grant period information. **Mail (regular) or hand delivery:** Completed application of the form below with project budget (**original and FIVE copies**) must be received by the deadline at Architectural Foundation of Cincinnati, 127 West Ninth St. #1, Cincinnati OH 45202. Do NOT send certified mail. Call before making personal deliveries.

**Supplementary materials:** Final applications and supplementary materials will NOT be returned. Supplementary materials should be limited to TWO SETS. These may consist of brochures, newsletters, and no more than five photographs of previous events or projects.

**Award Notification:** Entities selected for awards will be notified by telephone or e-mail following grants committee meetings, which are usually three-four weeks after deadline.

**Grant payments:** Ninety percent of the award will be distributed on receipt of a signed acknowledgement agreement from the organization. Remainder will be paid when final report is filed. Project must be completed within 12 months unless permission is asked and received to extend the grant period. If project is extended, an interim report must be filed before the 12-month deadline.

**Credits:** The Architectural Foundation of Cincinnati must be credited in all materials associated with the project. Please submit samples and a final financial statement for the project with the final report.

Grant Application submitted to:

## Architectural Foundation of Cincinnati

by \_\_\_\_\_ (entity)

The information in this model (page 2-6) must be included, but it may be entered and reformatted in your word processing program. Each of the six copies submitted (original and five copies) must include the project budget. In the packet, you must send two copies of your organization's most recent financial statement. Financials may be in the format used by your entity. You *may* include two sets of supplementary materials such as brochures Do not send the guideline sheet. A cover letter is appropriate.

### Organization Information

Organization Name

Tax exempt status

Date of application

Street address

City

State ZIP

Telephone number

Tax ID (attach copy of IRS letter)

WWW Address

United Way or Fine Arts Fund recipient    yes\_\_\_\_ no \_\_\_\_

**Executive Director or Staff Contact**

First and last name

Title

Telephone number

E-mail

**President or Treasurer of Organization**

First and last name

Title

# Narrative - Organization

## Background of Organization

Briefly describe your organization's history and major accomplishments.

(2 or 3 paragraphs)

Attach TWO COPIES of 1) Financial Statement for most recent completed fiscal year, and 2) Budget for current year.

Target Population and communication vehicles. Describe how an AFC grant will be acknowledged and how this project will be publicized.

(Quantify number in projected audience, tell how target audience will be reached, including the public relations and marketing plan. 2 or 3 paragraphs)

Summarize the organization's mission.

(1-3 sentences)

Board of Directors and CEO

Please list or attach your current Board of Directors and Executive Director. Include name, address, and phone.

# Narrative – Project Request

## Describe Your Request

Project title

Summary of project

(2-3 sentences)

Grant Category (select all that apply): Art & Culture Organization, Youth Education, Adult Education, Neighborhood or Community Project, City or Metropolitan Image or Awareness Project, Other (describe)

What are the goals, objectives and activities/strategies involved in this request? Describe your specific activities/strategies, using a timeline over the course of this request. Include bench marks for success and a description of your evaluation process.

(1-3 pages)

Target Population

This project will serve what population?

Grant would cover period beginning:

County or counties served by project

Requested Amount (\$500 - \$3,000 is typical award)

Total Amount of This Request

## Total Project Cost

## Project Budget Detail

Please give us a break-down of the project budget. Indicate other sources of project funds in the Income detail. **AFC will not fund more than 50% of the project.** A portion of matching funds may be in-kind.

## Agents for organization

(Print or type names.)

### Project Director or Executive Director

Name \_\_\_\_\_

Address if different from organization address

Telephone and e-mail \_\_\_\_\_

Signature \_\_\_\_\_

### Fiscal Agent

Name \_\_\_\_\_

Telephone and e-mail \_\_\_\_\_