

Darke County Foundation

2025 Community Grant Application

Instructions

1. Download this .pdf form to your computer. It is 2 pages long.
2. Type your answers directly into your downloaded .pdf file.
3. Do not convert the file to MS Word.
4. Save often until you are finished.
5. By June 30, send ONE e-mail message with the following attachments to **submissions@darkecountyfoundation.org**:
 - Completed .pdf form
 - Income/expense report (limit 2 pages)
 - Financial balance sheet (limit 2 pages)
6. If you have questions, call DCF at (937) 548-4673 or email submissions@darkecountyfoundation.org.

Name of non-profit organization or school district	
If school, list grade level or name of program	
Street Address/P.O. Box	
City	
Zip code	
Organization's phone	
Organization's e-mail	
Organization's tax ID number (public schools don't answer)	
Contact person for grant	
Contact person's phone (cell number if possible)	
Contact person's e-mail address	
Contact person's role	
Purpose of organization (limit 150 characters)	
Details/description of project/program for which you are applying (limit 1,000 characters)	
Consolidate your description in the previous question. In brief, what will the grant purchase? (Limit 150 characters. Example: "Snacks and activity kits to expand after-school program for 30 at-risk youth.")	
Total cost of project/program for which you are applying	
Amount of this grant request	

List the budgeted items for this grant request <i>(Use the format "Item/cost" such as 25 chairs/\$500</i>	
Item #1/cost	
Item #2/cost	
Item #3/cost	
Item #4 Remaining items combined	
Area of Darke County served by this program	
Approximate number of Darke County residents served	
Duration of this program (timeframe)	
What other funding sources have you contacted for this program and how much have you REQUESTED from these sources? <i>(Use the format "Funding Source/Amount Requested")</i>	
What other funding sources have you SECURED? (Funder/Amount)	
If DCF cannot fulfill your entire request, will you still be able to complete the program? <i>(Limit 100 characters)</i>	
Is this your first request for a DCF grant, if known?	
If known, what year did you last apply?	
If known, what year did you last receive a grant?	
Attach the documents listed at right to your e-mail submission. <i>(Public schools do not need to submit financial documents.)</i>	1. Annual income and expense report from your most recent fiscal year. <i>(max. 2 pages)</i>
	2. Annual balance sheet that shows current total assets. <i>(max. 2 pages)</i>
The following 3 questions are for 2024 grant recipients only. (All others, proceed to signatures.) Complete questions 1-3 only if you received a DCF grant in August 2024.	
1. Amount your organization was awarded in Aug. 2024.	
2. Total cost of project/program for which you applied.	
3. How did you spend your grant dollars? <i>(Limit 500 characters.)</i>	
Digital "signature" of CEO or Director or Teacher <i>(This person certifies the information provided is accurate to the best of their knowledge.)</i>	
Digital "signature" of Board President or School Principal <i>(This person certifies that the information provided is accurate to the best of their knowledge.)</i>	