

2021 PROGRAM GRANT APPLICATION

IMPORTANT THINGS TO KNOW

This is a very competitive process. All information and attachments must be properly entered and submitted by the deadline date. Failure to do so may automatically disqualify the application.

If your program will take place within any of the East Chicago Schools or clubs, an MOU or letter of approval from the Principal/Superintendent or lead administrator must accompany the application.

Along with the application you must submit your organization's **2019 and 2020 Operating Budget** and the **2021 Program budget**.

- The **Operating Budget** is the financial statement that is submitted annually for approval by the nonprofit organization's Board of Directors. It is a projection of Income and Expenses for the organization's fiscal year.
- The **Program Budget** calculates the resources required to carry out the program or project which is being proposed for funding.

Please note that your Organization's Operating budget should include any and all income and expenses including grant revenue received from the Foundations of East Chicago or any other entity.

The **Program Budget** section is the backbone of the grant proposal. Some grant reviewers turn right to the budget before even reading the proposal to see what the money will be used for. Program activities must drive the budget. The **program narrative** should match the budget perfectly. There should be no "surprises" in a budget; cost estimates should be credible and realistic; inflated budgets will damage your credibility with the grant reviewer; the use of the word "Miscellaneous" in the line-item description is not accepted.

Third party **in-kind contributions** are goods and services that are donated to the project by individuals or organizations. In-kind contributions can include salaried staff time, volunteer hours, office space, use of equipment for administrative or programmatic purposes, and materials donated (e.g., for publicity, promotion or evaluation). In-kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. Applicants should determine the fair market value of these contributions and include in the program grant budget.

Wages cannot exceed 5% of total grant award.

Fees associated to contractors, instructors and stipends cannot exceed 30% of the grant. Names of individuals providing services and their credentials must be included in the line-item description.