



## LOGAN - HOLL FOUNDATION

201 S. Walnut St. • Logan, OH 43138 • 740/385-2184

### GUIDELINES FOR COMPLETING THE GRANT APPLICATION

**Application must be completed in its entirety. Final Report is due immediately upon completion of the project or no longer than one year from the date the grant is awarded, whichever occurs first.**

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#### ***Project Overview and Objectives***

Describe the project's purpose. What do you intend to accomplish with this project? Where will it take place? What must happen before it can be considered complete or a success? How will you know that you have met your goal? Note that we do not fund private business startups.

#### ***Target Audience***

Describe how this project will affect the residents of Logan and/or Hocking County, Ohio. The organization does not have to be located within Hocking County, but the audience must be in Logan and Hocking County. Target audiences outside of this area will be not considered for a grant. Helpful information to include are age groups affected, names of any collaborating organizations and their participants, or specific societal groups to be engaged. Are tourists included in the target audience?

#### ***Need/Justification***

How many persons do you estimate will benefit from this project and why do they need it? Is it unique to the area? Will funds granted be for one-time use or will a grant become seed for any extended, self-perpetuating benefits?

#### ***Timeline***

What timeframe will this project cover? Does it have a specific ending date or does it occur more than once?

#### ***Budget***

Be sure to include all expenses, in-kind contributions, and sources of funding other than this grant to determine how much money you are requesting from the Foundation. In-kind donations are goods, volunteer hours, or services that are provided. You or those providing in-kind donations will assign their value.

Expenses minus the value of in-kind contributions and minus funding from other sources is the amount that you will need. Note that in-kind contributions do not provide cash to cover expenses, so make sure that the amounts for in-kind contributions are also included in the expense section. If you don't, this will reduce the total amount of cash needed by the amount of the in-kind contributions, or make it appear that you already have enough for the project.

If you have a project's cost that is difficult to predict, you may also give a range of cost for the Trustees to consider.

Be as specific as you can.

#### ***Provisions for funding if not funded by the Logan-Holl Foundation***

How will you fund this project if you are not a successful recipient of a Logan-Holl grant? Will you continue seeking funding elsewhere or abandon the project.