



UPPER ARLINGTON COMMUNITY FOUNDATION

The Upper Arlington Community Foundation Fund

Proposal Coversheet To Accompany Grant Proposal

Please print or type the information requested below. Attach the completed form to the front of the proposal and return with three copies to the below address.

Please submit the original to:

Tracy Harbold, Executive Director
The Upper Arlington Community Foundation
3600 Tremont Rd
Upper Arlington, Ohio 43221

General Information

Organization Name:

Address:

Project Address:

Executive Director:

Project Director:

Executive Director Phone Number:

Project Director Phone Number:

Executive Director E-mail:

Project Director E-mail:

Project Information (Outcome and follow-up report due within 30 days _____ of project completion)

Amount Requested:	Time Period of Project: End:
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Other Organizations Involved:

Brief Summary of Project

Briefly describe your organization, its mission, how the project will benefit the Upper Arlington community, what makes this project special, the goals of the project, the measurable objectives, and how the project meets the grant award criteria of UACF.

Implementation

Briefly list the steps that will be taken in order to achieve the goals of the project and the resources that will enable you to continue and maintain this project.

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Line Item	Fund Support	Other Support
Salaries:		
Supplies/Materials:		
Printing Costs:		
Equipment Costs:		
Other:		
Other:		

List Members of Governing Board of Trustees or Policy Making Body
Indicate any members who are paid staff:

Evaluation

Briefly explain how you will evaluate the outcome of your project? What criteria will you use?

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Closing

***Attach a copy of the IRS determination letter stating the organization is a tax-exempt public charity**

***Attach a copy of your organization's financial statement or last year's tax return**

***Attach letters of support**

I certify that the above information is true to the best of my knowledge.

Signature of Executive Director:		Print Name:
Title:		Date: