

Advice & Examples for MDC Grant Applicants

Source(s) of Co-Funding

Please list all sources marked “confirmed,” pending,” “projected,” or whatever designation best indicates the status of the funding as of the time of application.

Example:

From a public library foundation

Franklin Conklin Foundation \$1,000(secured)

Friends of the Library \$5000 (secured)

Juan Young Trust \$5,000 (pending notification in June)

Oregon Community Foundation \$10,000 (pending)

City Levy \$2,500 (pending vote by voters)

25 Word description of your project

This is used for publicity when we announce the grantees. Please describe your project as you would want it described in print.

Example:

This project will extend our Outreach Program to low-income youth attending after-school and summer programs, by coordinating with area non-profits.

Project Schedule

Give a timeline for the stages or events of the project so that we can tell when the requested funds will be used and when the project will commence and end. This also demonstrates that the applicant has planned the process.

Example:

Project development (May-August 2012).

Specifically:

- Identification and cultivation of cultural partners (i.e., from local cultural groups, Salem's Sister City Advisory Commission, Salem Multicultural Institute, etc.)
- Design & development of curriculum materials, activities, program displays, and banners
- Purchase program materials
- Design and print marketing materials

Launch of new program: September 2012

Project Narrative

The project narrative should include a description of the anticipated impact of the project.

State how many people from what parts of the community are expected to benefit directly and indirectly, and in what ways from the proposed project. Because numbers are not the only important aspect of a project's impact, please also indicate the anticipated depth and duration of its benefits for those affected.

Examples:

For a program at a rural elementary school

Including students, parents, district staff, and community members, we expect this program to touch 400 people in a community of approximately 2000.

For a youth program

Program Night is one of our most popular programs and serves over 1,500 children and family members each year. It is also one of the programs we make available to our ACCESS partners (an outreach program that provides Title I schools, homeless shelters, and non-profit service organizations low-cost/no-cost access to our programs & exhibits).

For "Project Budget"

Marion Cultural Development Corporation awards grant amounts ranging from \$500 to \$2,000. Note: Please provide a budget for the project only, not the operating budget of the entire organization.

The budget should itemize both revenues and expenses, and these should balance, i.e., total revenues should equal total expenses. Items of revenue should include those from the sources listed under "Source(s) of Co-Funding." The budget can be limited to cash or can include the value of in-kind items such as donated space or equipment or volunteer work.

Types of Items to Include in the Project Budget:

Income might include:

AMOUNT OF THIS REQUEST

Sponsorship/Cash Donations

Other Project Income

Admissions/Fees

Volunteers (rate per hour)

Expenses might include:

Artist/Speaker Fees
Staff/Administration
Marketing (advertising, postage, etc.)
Printing
Space Rental
Materials & supplies
Transportation/Travel
Subsidized Tickets
Other (For example: training, permits, etc. Be specific.)
Total Project Expenses

Example:

Income:

Marion Cultural Development Corporation (requesting): \$2000
Anonymous Cultural Non-Profit Donation (committed): \$500
In-kind Donations (clothing, art, crafting tools, etc.): \$500 value
In-kind staff time: \$500
Total Income: \$3,500

Expenses:

Curriculum Development: \$500
Program Materials & Consumables: \$1,000
Design & Fabrication of Educational and Branding Materials
(Banners/Easels/Signage/Stand): \$1,000
Additional Cultural Artifacts & Items (clothing, art, crafting tools, etc.):
\$500
Overhead, Support, & Contingency: \$500
Total Expenses: \$3,500