



Grant Application Preview—Operating Support

**Thank you for visiting our preview page.
We think you'll be glad you did!**

This page is designed to help you organize the information you'll need for our online application. Here you'll find all of the questions for your proposal and helpful hints in **purple!**

Grantseekers who have used this preview in the past tell us they:
Fill out the preview, make edits, and then copy and paste their responses into our online grant application; **or**
Print out this preview and use it as a guide as they enter information directly into our online application.

PLEASE DO NOT SEND THIS DOCUMENT TO US.

Please note: Unless stated otherwise, text fields in our applications are limited to concise, 100-word answers. If more information is needed to consider your proposal, our program officers will request it during the review process.

1 Connect

Your Organization: In order to consider your request, we will need some basic information about your organization. You'll want to have this information ready when you start your application.

Tax ID (Employer Identification Number or EIN). Ex: 35-XXXXXXX

Your Tax ID number helps us to verify your organization's nonprofit status. Public schools and government entities do not need to complete this section.

Basic Information (Name, Address, Phone Number, Fax and Website)

Year your organization was founded. What year did your organization begin operation?

Your Annual Operating Budget with sources of income and the percentage of each source.

Your answer to this question may look something like this:

ANNUAL OPERATING BUDGET: \$300,000

SOURCES OF SUPPORT:

Fees for Service 76%

Fundraising Events 5%

Grants 15%

Earned Income 4%

Your Leader:

Primary Contact Information (for your President, CEO, Executive Director, Superintendent, etc.)

Your Proposal Contact: Please provide contact information for the person who is responsible for this grant proposal. We will want to know:

Project contact's name and title:

Phone number:

Email address:

Questions about your organization:

1. **What are your organization's mission/vision/values?** Include any principles or values that are used throughout your organization and its programs.
2. **What types of things does your organization do especially well? How do you know that you do them well?** This is your chance to brag a little! Are you proud of your successful annual fund? Have your programs increased greatly in impact/participation? Have you won an award or accomplished a milestone?

Proposal Information:

Project title: Operating Support (The title of your request will automatically say Operating Support.)

How much operating support are you requesting? The amount of your grant proposal to the Dekko Foundation.

Questions about your need for operational support:

3. **We see a grant application for operating support as a request to help an organization fill a gap between their revenue and their expenses. In just a few paragraphs (about 200 words) tell us about your organization's revenue/expense gap and why it exists.** Tell us the size of the gap between your revenue and expenses, and explain the primary reason(s) why the gap exists. Help us to understand the factors that contribute to the gap, how long it has existed and what strategies you have tried to close or narrow it.
4. **What problem(s) stands in the way of closing the gap between your revenue and expenses?** In this section we want to understand the various reasons why your organization is experiencing an operational deficit. Your answer may sound something like this:

We know that it is often difficult for a childcare center to make ends meet, but this year has been especially hard. Ten of our parents have either been downsized or had their hours cut, so their ability to pay for childcare is decreased. These parents might eventually become eligible for childcare vouchers, but the wait for that is long. This leads us to a hard truth about our center...we do not do a good job of asking for contributions from our community. If we could get better at that, then we could offer short-term scholarships to struggling families and still meet our operational needs.

5. **We want to invest in programs that consider the development of children and young people in their design and implementation. What child development beliefs are used in your programming and will be used throughout the time period of the proposed operating grant?** This is an extremely important question to us! We believe that even the most well-intentioned program for children or young people will fall short in its effort to bring about improvement if it is not based on child development truths. Tell us how you considered the developmental needs of children as you designed your program.
6. **Why do you believe this project is a good fit for our foundation?** Help us to understand your thinking by going to our website: <http://dekkofoundation.org/child-development-focus/> Then, tell us in this question which of our grantmaking priorities your project fulfills.

The difference you will make:

7. While a grant for operations is in place we expect that an organization will work to bring about a positive measurable difference (improvement) in the lives of the people that they serve. State the specific improvements(s) that are you committed to helping your participants bring about in their lives while the Dekko Foundation is providing operational support. **Watch a brief video about this topic:** <http://dekkofoundation.org/tips-from-our-program-officers/>
Click on: What will be different if a grant is made?

Improvement Number One: Improvement statements do two things. They: 1.Help grantees stay focused on the positive difference that they have committed to helping their participants bring about. 2. Help us explain to our committee and board how children/young people will be better off if the grant is made. A strong improvement statement will identify the amount of difference you'll bring about, and how you'll know if the improvement has occurred. An example of a strong improvement statement might be: Increase the number of students reading at a third grade level by 10% (or 50 students) as evidenced by their scores on a post program assessment.

How will you make this improvement come about? Tell us briefly what you will do to bring about the improvement you've cited above. An example for the statement above might be: *"We will first work with teachers to understand the needs of each student. Then, we will work with parents to identify the learning style of the student, and build our tutoring sessions accordingly. Parents will be informed of their child's progress at each session, along with additional tips for working with their student at home".*

Improvement Number Two: (If needed) Our experience shows that organizations that focus on bringing about one key improvement are the most successful. But sometimes leaders of a program or service will need more than one improvement statement to explain their work and hold themselves accountable. We have provided room for a second statement if you believe you need it.

How will you make this improvement come about?

Project time period:

Project start date: The date that you will begin your project.

Project end date: The date that you will be able to report on the improvement you brought about.

4 Track

Tracking for Success:

- 8. What information will you use to track participants' success and make course corrections in your program? Do you have the ability to track these things? What will you assess or measure to determine if your participants are improving? You might also want to include pre- and post-testing using a scale that is appropriate for the age and developmental level of your participants. Answers to this question may look something like this: *We will record reading levels as measured by the ABC Reading Assessment.***
- 9. Halfway through the grant period how will you know you are on track to success? Consider the results that you listed above. At the halfway point, what indicators will you use to verify that you're on track to achieve your stated results? Perhaps you will use assessment scores, observations, or skill performance. An example might be: *By June 1, 2014, at least 25 students will show at least a five point gain on their ABC reading assessment. A five point gain indicates that the student has progressed at an adequate rate to reach their grade level goal.***

5 Attachments

To apply for a grant from the Dekko Foundation you will want to prepare a simple project budget. This type of budget should show both the cost of your project and sources of revenue that you expect for the project. If you have questions, please see our grant preview documents here: <http://dekkofoundation.org/apply-now/> or call our Grants Manager at: 260.347.1278.

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

A budget is a very important part of any grant application to our foundation.

- If you are applying for operating funds, the budget you will want to attach to your grant application is your organization's annual operating budget.
- If you are applying for support for a program, initiative or building project, you will want to attach a budget for your specific project. Please be sure to include both revenue and expenses.
- While there is no need to special budget for your proposal to our foundation, we have included a sample budget that you may find helpful.
- Typically, a budget for a small, simple project can be brief and contain less detail. Larger and more complex projects may need a more detailed budget.

Attachments other than budgets:

- Many grantseekers are eager to share letters of support, photos, drawings etc. They often go to the extra expense of mailing large 3D items. We encourage grantseekers to hold these items and share them with the Dekko Foundation program officer during their site visit.

Sample Project Budget:

REVENUE

REVENUE SOURCES	AMOUNT
Fundraising Events	\$5,000
Contributions from individuals	\$10,000
Contributions from businesses	\$10,000
Fees for service	\$5,000
Agency operating dollars	\$5,000
Grants from foundations	<u>\$10,000</u>
TOTAL PROJECT REVENUE	\$45,000

EXPENSES

TYPE OF EXPENSE	COST
Salaries	\$15,000
Equipment	\$15,000
Training	\$5,000
Meeting Materials	\$8,000
Travel expenses	\$1,000
Meeting Refreshments	<u>\$200</u>
TOTAL PROJECT EXPENSE	\$45,000

6 Review

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

We could have called this section Review and Relax! Now is the opportunity for you to give your proposal one last review and make sure that you have given every question your best effort. It is also a good time to relax after your hard work and know that this is just the beginning of telling your story to our foundation.

Before long you'll have the chance to meet with one of our program officers and talk more about your proposal. Relax and know that, at that time, you can include the things you might have missed and fill in the interesting details.

Thank you for visiting our Preview Page.

Please feel free to contact us if you have questions.

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