



Grant Application Preview—Program or Service

**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 need 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 was your organization founded?

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 responsible for this grant proposal.

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 well? How do you know?** 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?

Questions about your proposed project:

Project title: A short project title please, using four words or less.

Total project budget: How much will your project cost over all?

Requested amount: What amount are you proposing that the Dekko Foundation invest?

Other sources of support for your project: List contributions, other grants, gifts in kind etc.

3. **In just a few paragraphs (200 words or so) tell us the basics about the program or service that you want to provide.** This is the place to summarize your ideas/inspiration/enthusiasm for your program/service.
4. **What specific problem will you address with your program or service?** In this section we want to understand the details behind your decision to offer your program or service. Tell us:
 - What is currently happening in your community or service that makes this program necessary?
 - How do you know that this is happening in your community?
 - How many people in your community/area of service have this problem?
 - What statistics can you cite to back up your statements?

Your answer may be something like this: In our county there are 6,000 children in grades kindergarten through six. Teacher assessments show that, of those children, about one third read below grade level for their age group. Literacy research tells us that children who read below grade level are more likely to leave school before graduation and become financially dependent adults.

There are a variety of reasons why children’s reading suffers, including:

- Nearly 24% of adults in our community do not have a high school diploma. This lack of educational attainment means that many children are living in homes where education may not be valued.
- About 12% of children live in poverty. Often poor families do not have the skills and knowledge to support their children’s academic development.
- About 20% of children live in single parent homes where that one parent has little time to focus on supporting children’s schoolwork.

5. **What principles about how children grow and learn were used in the design of this program and will be present throughout its implementation?** You probably know from our website that we believe good child development is central to the accomplishment of our mission. So, use this opportunity to tell us why the program you're proposing is on target for the age of children or young people that you serve. If you are requesting support for preschool staff training your answer might sound something like this: *We know that it is very important for children of this age to move in meaningful ways while they are learning. To ensure that our teachers are prepared to meet this critical need, we are bringing in a speaker who can help our staff learn strategies for including movement in their lesson planning.*
6. **Why do you believe this project is a good fit for the Dekko Foundation and its priorities?** 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.

Questions about the participants in your proposed program:

7. **About how many individuals within your geographic area are in need of the type of programming that you've stated above?** Consider what you've learned over time about the people that you serve. Based on your experience and knowledge of your community, how many individuals would you estimate have this same need?
8. **What is the total number of participants you plan to serve with your program?** Think about your answer above. It seems unlikely that you will be able to serve every person with the need that you have identified. How many can you reasonably serve over the course of your program?
9. **It's likely that some participants will have more obstacles to success than others. Considering the total number of people you plan to serve with your program, enter the number you anticipate will have:**
 - a. *Few barriers* to success. **What percent fall into this category?**
 - b. *Moderate barriers* to success. **What percent fall into this category?**
 - c. *Many barriers* to success. **What percent fall into this category?**

Explain the factors that would put a person in the various barrier categories. Let's talk more specifically about the group of participants you will serve. Based on your experience, divide the group that you will work with into these three categories: few, moderate, and many barriers. You might want to consider the following as you identify the barriers that will stand in the way of success: economic status, transportation, motivation, support, prior knowledge and experiences, commitment, and time constraints.

One of our grantseekers recently did a great job of answering this question. Here is her explanation:

Few Barriers: Strong support system (family/friends value education) solid place to live; transportation; job.

Moderate Barriers: Fair support system (friends may value education or family, not both) somewhat solid place to live, does not possess own transportation but has access to transportation when needed; no job but looking.

Many Barriers: No support system (parents are not in the student's life, or not acting in a parental role; education not valued); no housing, emotional/abuse problems. Staff must also convince the student that education and self-sufficiency are worth the work and that he/she is capable of succeeding.

The difference your program will make:

10. State the improvement (positive measurable difference) that are you committed to helping participants bring about in their lives. Improvement Number One: 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: These statements do two things. They: 1.Help grantees stay focused on the positive improvement 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 change you'll bring about, and how you'll know if the change 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 post program testing.***

How will you achieve Improvement Number One? Tell us briefly what you will do to bring about the improvement you've cited above. An example for the example 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 improvement statement if you believe you need it.

11. If you are successful, how will this improvement advance your mission? Using the examples in Question 9 above, your answer here might be: When children can read at grade level by the end of third grade it has been shown that...

12. Of the total participants you've chosen to serve, how many can you help to reach the desired improvement? The answer to this question will be a number. As you carry out your program some participants will dive in and accomplish everything that you anticipate. Others realistically will not complete the program or will have a less impactful result. This question is asking "out of everyone you'll serve, how many will get all of the way to the improvement that you noted in Question 9 above?"

13. How often, and for how long, will you need to work with the participants in your program to help them accomplish the desired improvement that you noted in Question 9 above? We call this the 'intensity and duration question. What it will take to bring about the desired improvement? How many sessions/what type of interactions with your participants will realistically be needed?

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 with your program. NOTE: This date is often later than the end date of the program.

4 Track

Tracking for Success:

- 14. What information will you use to track participants' success and make course corrections in your program? Do you have the capacity 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.*
- 15. Halfway through your project, how will you know if participants are on course to achieve your stated improvement with the time and money you have remaining? What milestones will be good predictors of participants achieving your stated improvement?** This question is asking about the mid-project milestones that need to be met so that participants will accomplish the longer-term improvement that you want to see them accomplish.

Your answer might look something like this:

- One quarter of the way through the project, on 1/15/2014: Participants will have had ten weekly tutoring sessions with a trained reading coach. Weekly participation is important for student success.
- One quarter of the way through the project, on 1/15/2014: Teachers will intentionally observe children building better vocabularies and grammar skills.
- Halfway through the project, 4/1/2014: Children will have increased their reading ability by at least 50% based on their pre and post assessments.

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 prepare a 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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