

# The Stocker Foundation

*Dates and format are in effect from  
October 1, 2002 until September 30, 2003*

## I) **Grant Cycles:**

- 1) Grant requests will be reviewed three times annually.

<u>Proposal deadline</u>	<u>Board decision</u>	<u>Grant disbursement</u>	<u>Evaluation due</u>
January 15, 2003	April 2003	May 2003	April 2004
May 15, 2003	August 2003	September 2003	August 2004
August 15, 2003	November 2003	December 2003	November 2004

- 2) Trustees will review a maximum number of seventy-five grant proposals during a grant cycle. Additional proposals will be deferred. An organization will receive notification, by mail, if their proposal has been deferred and when a Board decision will occur.

## II) **Application Format:**

- 1) The Stocker Foundation does not have an application form. However, **FIVE COMPLETE** copies must contain the items listed below arranged in the following order:
- a) Completed cover sheet \*
  - b) Executive summary -provide a short description of the project, the project timeline and the project budget
  - c) Project Description (**please supply the requested information and answer the following questions using no more than ten pages—please number each page**)
    1. Organizational information (mission/current services offered/size, location and history/list of Trustees that states their cumulative annual financial contribution).
    2. What is the problem or issue to be addressed?
    3. What is the need for the program/project in the community (is there documented community support)?
    4. Who will be served by the program/project?
    5. What is the timeline for implementation?
    6. What are the organization's qualifications to offer the program/project or administer the program/project?
    7. What are the intended outcomes and plans for objective evaluation?
    8. What is the entire budget for the program/project? (specify how funds from The Stocker Foundation will be used)
    9. What other sources of funding are pending or committed?
    10. Current Operating Budget that shows actual income and expenses for the last complete year along with projected income and expenses for the current year.
    11. Other items to consider:
      - a. How are volunteers utilized?
      - b. Does this program/project allow for any collaboration?

2) Attachments (**One copy of each is required**)

- a) Tax determination letter from the IRS, which denotes 501(c)(3) tax-exempt status.
- b) Letter of assurance, stating that the requesting organization will submit a report documenting how funds from The Stocker Foundation were spent, and that funds were spent solely for the purpose for which the grant was sought.
- c) A copy of the final report from the most recent grant awarded by The Stocker Foundation. \*\*
- d) Most recent audit or Form 990 tax return if the organization has no audit.

3) Collateral Materials - **include only if positively relevant to the proposal.**

- a) Items may include such things as an annual report, newsletter, program brochure or letters of support.

III) **Important Reminders:**

- Any organization that has not previously submitted a proposal to The Stocker Foundation, received a declination the last time a proposal was submitted, or has not yet received IRS tax-exemption status **MUST FIRST SUBMIT A LETTER OF INQUIRY TO THE FOUNDATION A MINIMUM OF SIX WEEKS BEFORE THE SUBMISSION DEADLINE.**
- Staff is available to discuss project ideas and to assist during the proposal preparation process.
- Proposals postmarked after the submission date will not be accepted.
- Incomplete proposals – including those without a cover sheet – will not be accepted.
- Faxed or electronically submitted proposals will not be accepted.
- As part of the review process, staff often makes site visits and reserves the right to contact other funders and/or professionals in the field regarding the proposal under review.

\*The cover sheet is required, and can be downloaded at [www.stockerfoundation.org](http://www.stockerfoundation.org) or by telephoning Melanie Wilson, Grants & Office Manager at (440) 246-5719.

\*\* Proposals for future funding will not be accepted if an organization has failed to submit a final evaluation for a previous grant.

**Direct all inquiries and send completed grant requests to:**

Patricia O'Brien  
 Executive Director  
 The Stocker Foundation  
 559 Broadway, 2<sup>nd</sup> Floor  
 Lorain, Ohio 44052  
 440-246-5719  
[pobrien@stockerfoundation.org](mailto:pobrien@stockerfoundation.org)