



Grant Application Summary Page

Applicant Organization

Name:

Address:

City/State/Zip:

FEIN #:

UEI#:

Type of Organization (e.g. for profit, non-profit, government entity):

Funding Required for Project

Grant Request \$

Matching (if applicable) \$

Total \$

Project Director:

Name/Title:

Address:

City/State/Zip:

Phone:

Email:

Authorizing Official:

Name/Title:

Address:

City/State/Zip:

Phone:

Email:

Authorizing Official Signature:

Date:

Project Information:

Title of Project:

Starting Date:

Ending Date:

Has funding for this project been requested from other sources?

☐ Yes

☐ No

If yes, please list:



2025 Union County OneOhio Grant Application Guidelines

The applicant must submit an electronic response to UCOneOhio@unioncountyohio.gov. A copy of the grant application must be received by UCOneOhio no later than 4/1/2025 by 8:00 a.m. EDT. Applications received after this date and time will not be reviewed. Materials mailed or submitted separately from the application packet will not be accepted or added to the application/proposal. Faxed or mailed applications will not be accepted. Costs incurred in the preparation of this application are to be borne by the applicant.

Page Limit and Formatting

The page limit for this application is no more than 10 pages, single spaced, one-inch margins, 12-point Times New Roman. The 10 pages do not include the Grant Application Summary Page, Abstract and Attachments. Applicants should submit their application and all attached documents as an Adobe PDF document whenever possible.

Required Application Components

1. **Grant Application Summary Page** (all applicants must use the template provided)
2. **Abstract:** In 400 words or less, the abstract should include the project name, population(s) to be served, a summary of the project goals and desired outcomes, number of individuals projected to be served, and the total amount of funding requested.
3. **Organization's Experience & Qualifications:** Provide an overview of the organization's history, qualifications, experience, readiness, and/or subject matter expertise to implement the proposed project/program. For example, how long you have been in existence, expertise of your staff, trained in cultural competency, experience administering grant funds, licensure, certification, accreditation, etc.
4. **Program Description:** Outline the project/program, detailing activities, types of services to be provided, their delivery method, list any assessments conducted, and how the project/program is evaluated. Be sure to include the following information:
 - a. Project goals and expected outcomes
 - b. Measures that will be used to determine if goals/outcomes are met
 - c. Anticipated start date of your project/program
 - d. Number of individuals projected to be served
 - e. Proposed length of the project/program



- f. Is this a new project/program, expanded project/program, enhanced project/program, reinstatement of a former project/program, or a continued project/program? Grant funds cannot supplant existing activity or expenditures.
 - g. Evidence base of your proposed project/program
 - h. Summarize the data and its source that justifies the need for this project/program.
 - i. Special populations and age groups that will be targeted
 - j. Organizations and/or community partners that will be involved
 - k. Sustainability plan
5. **Budget Narrative:** Applications must include a table detailing the proposed project budget using the format below:

Category	UCOneOhio Request	Other Funds	Total	Narrative Description
Payroll & Benefits				
Contracts				
Supplies				
Equipment				
Sub-Grants				
Capital Cost				
Admin Support				
Budget Total				



6. Attachments

- a. **Letters of Support/Commitment:** Applicants must submit a letter of commitment from each agency/organization identified as contractors within the program description and budget. Other letters of support from community partners and/or stakeholders are encouraged, but not required.
- b. **Evidence of licensure and/or certification:** Applicants proposing to provide services that are licensed or certified by state regulatory authorities must provide documentation showing current license/certification status.
 - c. **Evidence of liability coverage:** Applicants must show that they have sufficient liability coverage based on the needs of the individual and/or entity.