



# FAITH-BASED AND COMMUNITY INITIATIVES

## FY22 Grant Application Instructions

### Grant Application Submission Overview

1. A formal application is required to be considered for a grant with the Governor's Office of Faith-Based and Community Initiatives (GOFBCI). Grant applications must be submitted electronically through our online application system.
2. The online application contains specific instructions on how to fill out the fields. Complete each section following the instructions. Attention to accuracy and completeness in your answers will assist the Review Team's evaluation of project proposals.
3. All application components must be submitted by the deadlines stipulated on the GOFBCI website. Material submitted before or after the deadline, unless specifically requested by the GOFBCI office, will not be forwarded for processing. Failure to meet any of the deadlines will result in application rejection or will be deferred until a subsequent grant cycle.
4. Please use the checklist to ensure that your application is complete. An incomplete application will be deemed ineligible for further review and consideration. **All attachments must be labeled and uploaded as an individual PDF file.** Ensure attachments meet the criteria identified in the application instructions.



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The following attachments must be uploaded with each application:

**Attachment 1: 501(c)(3) Verification:** Attach as a PDF file named "501c3Verification.pdf." We will accept either of the documents listed below as 501(c)(3) verification.

- a. Copy of current IRS determination letter
- b. Non-profit articles of incorporation filed with the Ohio Secretary of State

**Attachment 2: Budget:** Attach as a PDF file named "Budget.pdf." A Budget that outlines proposed project cost, with a breakdown of all line items for the grant period (through June 30, 2022) All proposed costs must meet TANF requirements. If you have questions regarding TANF requirements, please refer to the TANF FAQ section on the GOFBCI website at [www.faith-based.ohio.gov](http://www.faith-based.ohio.gov).

**Attachment 3: Budget Narrative:** Attach as a PDF file named "BudgetNarrative.pdf." Provide a narrative explanation of the cost categories in the attached Budget.

**Attachment 4: Letter of Intent:** Attach as a PDF file named "LetterofIntent.pdf." The LOI should be a brief, 1–2-page, informative letter which summarizes your grant proposal.



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- Write the Letter of Intent on company letterhead with the company's address and contact information.
- The opening of your LOI should be concise. Include the name of your organization, the purpose for which you seek funding, the amount of money you are requesting as well as a short description of your proposed project.
- Include how your project meets 1 of the 4 TANF criteria and GOFBCI's funding interests in 1 of the following categories:

*Children's Initiatives*

*Recovery*

*Reentry*

*Housing*

*Food Security*

*Workforce Development*

*Personal Development*

- Include a description of your target population and geographic area served.
- Elaborate on your objectives. State the problem and how you plan on using the funds to address the problem? Describe the project succinctly. Feel free to incorporate major activities statistical facts about what you are doing.

OHIO GOVERNOR MIKE DEWINE'S OFFICE OF



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- Briefly summarize your goals. Please note that you are open to answering any further questions.
- Describe your plan to document progress and results. Upon completion, please click submit and upload the required attachments. All applicants will receive an email confirmation upon receipt of the application, along with a letter of notification regarding the status of their grant once decisions have been made.