



There is no application or proposal form. Pages should be attached with a paper clip, and the use of binders or notebooks is discouraged.

Application Materials

Two sets of materials (an original and one copy) are required, except where noted.

Cover Sheet/Letter

- A cover sheet or letter with the name, address, phone/fax numbers of the applicant organization
- Name and title of contact person
- Title of project
- Brief summary of project, including amount of request and total budget for project
- Signatures of the Executive Director and Chairperson of the Board

Project Description

Please limit the project description to five (5) pages.

- Problem or issue to be addressed and/or need for program in the community
- Population to be served
- Project's goals and objectives
- Intended outcomes and plans for objective evaluation
- Time frame for implementation
- Current and future project funding strategy
- Organization's qualifications to effectively implement the project
- Answers to capital campaign checklist or technology checklist, if appropriate (see Grant Guidelines for more information)

Project Budget

List all expenses for the project and all pending and committed sources of income. Identify which portion of the budget the Foundation is being asked to support.

Applicant Information

- Mission and purpose
- Size, location and history
- Services offered and most current service statistics
- List of Board members and key personnel

Collaboration

If the proposal involves a partnership with one or more entities, a letter of support from the partner entities should be included. In the case of schools, a letter of support from the superintendent of each school district must be included with the application.

Financial Information (One set only)

- Most recent audited financial statement and management letter OR Form 990 tax return if the organization has no audit (paper copy or disk)
- Most recent Annual Report
- Board approved operating budgets showing actual income and expenses for the last complete fiscal year and projected for the current fiscal year
- IRS letter verifying tax exempt 501(c)(3) status is current

Grant Reports

All grant recipients are required to submit a final report on the use of grant funds. The Bruening Foundation actively monitors and evaluates the outcomes of grant awards, and therefore the timely submission of a grant report is extremely important. If a grant recipient is unable to meet the reporting deadline, we request that the Foundation be contacted in writing or by phone prior to the due date. No new grant requests will be considered until a satisfactory report has been received.

[Access online grant report form](#)

All qualified applicants will receive acknowledgement when the application is received and written notification of the Distribution Committee's decision within several weeks of each meeting. The Foundation reserves the right to contact other funders and/or professionals in the field regarding a grant request.

Completed applications should be sent to:

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Consultant
Eva L. and Joseph M. Bruening Foundation
1422 Euclid Avenue, Suite 627
Cleveland, Ohio 44115-1952*

Phone: (216) 621-2632
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