

SOMC Grant - Making Guidelines

If your organization meets the criteria for submission to Southern Ohio Medical Center, you will need to complete the online grant form located at SOMC.org and submit the following information when the grant form is submitted:

- » A copy of your organization's tax-exempt letter from the IRS.
- » Name of your collaborators on the project and/or letters of support from your project.
- » SOMC reserves the right to request financial statements and audit reports.
- » SOMC reserves the right to request Job Descriptions of key project personnel.

Project Summary

- » Detail the goal(s) of this project in one paragraph.

Background Information (for your organization)

- » How long has your organization been in existence?
- » What other grant-funded projects and/or programs has your organization successfully completed?
- » What is your experience in working with the project target group or groups?
- » What links does your organization have with other similar groups?

Project Narrative

- » What is the community need your project will address? Please give baseline data if available.
- » How will your project better the community?
- » What are the goals and objectives of your project?
- » What action steps or activities will your project use to address the need?
- » What are the expected short-term and long-term results of this project?

Project Implementation Plan

- » What is the duration of this project?
- » Please list the dates, activities, and number of people served.
- » Give any other key information.
- » How will SOMC be recognized?

Project Evaluation

- » How will you evaluate the results of this project?
- » Who will assess the results?
- » What record keeping techniques will you use?

Project Continuation

- » How will you continue this project once outside funding is complete?
- » Have you planned for future funding and/or revenue sources?

Budget Summary/Project Narrative

- » Please fill out the budget form.
- » Please explain the specifics of the project.

AFTER THE PROPOSAL IS RECEIVED

- » Applicants will be notified of SOMC's decision via email within 30 days of committee meeting.
- » SOMC requires evaluation reports from all grantees to complete at the end of the grant period. In some cases, SOMC may request quarterly or semi-annual reports.
- » If the Grant is accepted an email with instructions for submission of required documents will be sent to requestor.