

# 2025 Delaplaine Foundation - First Time Applicant Grant Application

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*Delaplaine Foundation*

## ***PLEASE READ PRIOR TO STARTING APPLICATION***

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All completed applications and required documents must be submitted by October 1st annually for consideration.

Grant awards for the following four sectors of our giving focus on programs or projects *that impact Frederick County residents*: Cultural Arts, Education, Health and Human Services. Grant applications for Historical Preservation and Spiritual Enlightenment programs or projects in Frederick County AND surrounding regions will be considered. Nonprofit organizations will be limited to submitting ONE grant application in a grant cycle.

**Please review your organizational contact information to make sure it is current.** Any correspondence that is mailed, such as grant checks, will be sent to the organizational address we have in the Grantee portal. Electronic communication will be sent to the individual who is designated as the primary contact, unless specifically otherwise requested.

If your application is funded in full or in part of the requested amount, please be aware that the Grant Agreement that must be signed in order to receive funds specifies that the funds are to be used by the end of the month 12 months from the date of the grant check (**i.e. Funds received in December of 2025 must be used by December 31, 2026**). Should a grantee encounter circumstances that do not allow for the funds to be fully expended in the required time frame, or if circumstances develop causing the grantee to wish to designate a portion of remaining funds for a purpose other than the one approved in the original grant application, **PERMISSION MUST BE REQUESTED IN WRITING** in order to reassign funds for a different purpose or for the deadline of use to be extended. Otherwise, funds are to be returned to Delaplaine Foundation as stated in the Grant Agreement.

Thank you for your interest in Delaplaine Foundation, Inc.

## ***PROJECT INFORMATION***

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### **Project Name\***

1. Please state the name of the project for which you are requesting funds.

*Character Limit: 250*

### **Project Description\***

2. Please describe the Project.

*Character Limit: 10000*

### **Project Start Date\***

3. Please state the start date of the Project.

*Character Limit: 10*

### **Amount Requested\***

4. Please state the dollar amount requested for the Project.

*Character Limit: 20*

### **Request Purpose**

5. Please state with specificity how the requested funds will be spent in relation to the Project.

*Character Limit: 10000*

*Character Limit: 300*

### **Geographic Area\***

6. Please choose the geographic area the Project will serve. Please note that if your project falls under the Cultural Arts, Education, Health or Human Services funding sector, the project will need to be based on or impact Frederick County.

#### **Choices**

Frederick County, MD

Maryland

National

International

### **Continuity\***

Indicate whether this grant would serve a new or ongoing activity.

#### **Choices**

New

Ongoing

### **Need for Project**

7. Why is this Project unique? Why is it needed?

*Character Limit: 10000*

### **Project Sustainability**

8. Describe plans for sustaining the Project after the grant (i.e. funding & other sources).

*Character Limit: 10000*

### Project Topic/Issue\*

9. Please select which funding sector under which your project falls. If the project encompasses multiple funding sectors, please choose the one that represents the largest aspect of your project.

#### Choices

Arts and Culture  
Education  
Health  
Historic Preservation  
Human Needs  
Spiritual Enlightenment

## ORGANIZATIONAL INFORMATION

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### Incorporation Date\*

10. Please state the Organization's incorporation date.

*Character Limit: 10*

### Organization Mission

11. Summarize the Organization's mission.

*Character Limit: 500*

### Organization History

12. Summarize the Organization's history.

*Character Limit: 10000*

### Organization Goal

13. Summarize the Organization's goals.

*Character Limit: 1000*

### Collaborative Efforts

14. List organizations with a similar purpose and describe any collaboration.

*Character Limit: 10000*

### Fiscal Year\*

15. Date on which the Organization's fiscal year begins:

*Character Limit: 10*

### Fiscal Sponsor\*

Is your organization fiscally sponsored by another entity?

#### Choices

Yes

No

### **Applicant Staff Size\***

#### **Choices**

None

1-5

6-15

16-50

51+

Unknown

### **Applicant Budget\***

#### **Choices**

Up to \$100,000

\$100,001 to \$250,000

\$250,001 to \$500,000

\$500,001 to \$1,000,000

\$1,000,001 to \$5,000,000

\$5,000,001 or more

## ***FINANCIAL INFORMATION***

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### **Total Budget\***

16. Please state the Organization's total budget:

*Character Limit: 20*

### **Project Budget\***

17. Please state the budget for the Project:

*Character Limit: 20*

*Character Limit: 20*

### **Fund Raising Costs\***

18. Please state the Organization's fund raising costs:

*Character Limit: 20*

### **Percentage of budget:**

*Character Limit: 4*

### **Administrative Costs\***

18. Please state the Organization's administrative costs:

*Character Limit: 20*

### Percentage of budget:

*Character Limit: 4*

### Projected Operating Budget\*

20. Please state the Organization's projected operating budget for next year:

*Character Limit: 20*

### Prior Funding

21. Has the Organization previously received funding from Delaplaine Foundation?

#### Choices

Yes

No

## *PRINCIPAL SOURCES OF SUPPORT*

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### % United Way:

*Character Limit: 10*

### % Government Contracts:

*Character Limit: 10*

### % Foundations/Corporations:

*Character Limit: 10*

### % Individual Contributions:

*Character Limit: 10*

*Character Limit: 10*

### % Earned Income:

*Character Limit: 10*

### Funding Sources

22. Please list the Organization's funding sources and amounts applied for, received or committed. (For example: United Way - \$2,000)

*Character Limit: 10000 | File Size Limit: 3 MB*

## *APPENDIX ATTACHMENTS*

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### Appendix attachments:

Please enclose the following information with this application:

*Character Limit: 10000 | File Size Limit: 4 MB*

Appendix A: Complete budget for the program/project.

*File Size Limit: 1 MB*

Appendix B: Current Annual Budget; including in-kind services and volunteers' hours contributed.

*File Size Limit: 1 MB*

Appendix C: Current Audited Financial report.

*File Size Limit: 4 MB*

Appendix D: Delaplaine Foundation considers all grant applications only from public charities as defined under the Internal Revenue Code and applicable regulations. An applicant must have obtained a 501(c)(3) determination letter prior to submitting an application and must include a copy with this application. If the applicant is not required to have obtained a 501(c)(3) letter, it must provide a copy of an IRS letter or a legal opinion certifying that the applicant is a public charity as described in section 509(a)(1),(2), or (3).

*File Size Limit: 1 MB*

**The Public Profile button that you see at the top of this form allows you to see information about your organization from GuideStar and GreatNonprofits. The information you will see is based on the EIN (Tax ID) number that was provided during the registration process and may be considered during our internal review of your request for funding. We encourage you to verify that this information is up-to-date and accurate by clicking on your Public Profile and updating as necessary. Thank you.**

## *ONE LAST QUESTION*

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### **Time Spent on Application\***

How long did it take you to complete this application?

#### **Choices**

- Less than two hours
- Less than four hours
- Less than six hours
- More than six hours