



Applicant Checklist

Board Discretionary Funds Grant

The application process can be time-intensive, requiring thoughtful responses and multiple supporting documents. To help streamline your experience, we have developed this checklist so you can gather and prepare all required materials in advance. By organizing these items ahead of time, you can complete your proposal more efficiently and avoid delays during submission.

Applicants should be prepared to provide the following information, documentation, and program/project context:

1. Basic Organization Information

- Legal organization name and DBA (if applicable)
- Address (city, state, zip)
- Website + main email
- Social media links (if applicable)

2. Organizational Status

- 501(c)(3) determination letter
- OR
- Fiscal sponsor information, contact, and [agreement](#) (if applicable)

3. Key Contacts

- Application contact (name, title, email, phone)
- Additional leadership contacts (if applicable)

4. Request Information

- Organization's annual operating revenue
- Leadership demographics (executive/board representation)
- Project/program title and description
- Service area(s) (e.g., Warren, Youngstown, other)

10. Final Review & Certification

Before submitting, confirm the following:

- All required fields completed
- All documents uploaded
- Certification boxes checked



Board Discretionary Grant

**Invitation Only*

Welcome Page

Organization Information

Organizational Tax Status

Contact Information

Request Information

Organization Information

* indicates required field

* Organization Legal Name

DBA (if applicable)

* Address

* City

* State

* Zip/Postal Code

* Country

* Main Telephone

Website Address

* Main Email Address

Organization Social Media Select all that apply. If not applicable, skip to next question.

Instagram

Facebook

LinkedIn

Twitter

Youtube

Facebook e.g. "facebook.com/user"

Instagram e.g. "instagram.com/user"

LinkedIn e.g. "linkedin.com/user"

Twitter e.g. "twitter.com/user"

Youtube e.g. "youtube.com/@user"

* Do you have a single CEO/Executive Director or a Co-Directorship?

* CEO/Executive Director or Director
First Name

* Last Name

* Title

* Email

* Contact Number

Co-Director First Name

Co-Director Last Name

Co-Director Title

Co-Director Email

Co-Director Contact Number

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Welcome Page

Organization
Information

**Organizational Tax
Status**

Contact Information

Request
Information


Organizational Tax Status

* indicates required field

* Does your organization have a 501(c)3 exemption through the IRS?

We have a 501c3 exemption

IRS 501(c)3 Determination Letter


Drag files anywhere in this area, or [browse files](#)
Accepted files: .csv .doc .docx .eml .eps .heic .ics .jpeg .jpg .mp3 .msg .numbers .pdf .png .ppt .pptx .tif .tiff .txt .xls .xlsx .zip
Max size: 5.0 MB

Files (0)

No files uploaded

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[Welcome Page](#)
[Organization Information](#)
[Organizational Tax Status](#)
[Contact Information](#)
[Request Information](#)

Organizational Tax Status

* indicates required field


* Does your organization have a 501(c)3 exemption through the IRS?

Please note:

For all organizations applying with a fiscal sponsor, the fiscal sponsor's designated contact(s) must establish a CyberGrants account.

Fiscal Sponsor's Tax ID #

Fiscal Sponsor's IRS Letter of Determination



Drag files anywhere in this area, or [browse files](#)

Accepted files: .csv .doc .docx .eml .eps .heic .ics .jpeg .jpg .mp3 .msg .numbers .pdf .png .ppt .pptx .tif .tiff .txt .xls .xlsx .zip

Max size: 5.0 MB

Files (0)

No files uploaded

Fiscal Sponsor Organization Name

Fiscal Sponsor Contact First Name

Fiscal Sponsor Contact Last Name

Fiscal Sponsor Contact Role/Title

Fiscal Sponsor Email


Fiscal Sponsor Street Address

Fiscal Sponsor City

Fiscal Sponsor State

Fiscal Sponsor Zip Code

Fiscal Sponsor Form Please complete and upload the [fiscal sponsor agreement](#)



Drag files anywhere in this area, or [browse files](#)

Accepted files: .csv .doc .docx .eml .eps .heic
.ics .jpeg .jpg .mp3 .msg .numbers .pdf .png
.ppt .pptx .tif .tiff .txt .xls .xlsx .zip
Max size: 20.0 MB

Files (0)

No files uploaded

Additional Fiscal Sponsor Documentation Please upload any additional fiscal sponsor letters or agreements that the organization has on file, if any.



Drag files anywhere in this area, or
[browse files](#)

Accepted files: .csv .doc .docx .eml .eps .heic
.ics .jpeg .jpg .mp3 .msg .numbers .pdf .png
.ppt .pptx .tif .tiff .txt .xls .xlsx .zip

Max size: 5.0 MB

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Welcome Page

Organization Information

Organizational Tax Status

Contact Information

Request Information

Organizational Tax Status


* indicates required field

* Does your organization have a 501(c)3 exemption through the IRS?

We have an approved Group Exemption ▼

Central Organization Name


Central Organization's IRS Letter of Determination


Drag files anywhere in this area, or [browse files](#)
Accepted files: .csv .doc .docx .eml .eps .heic .ics .jpeg .jpg .mp3 .msg .numbers .pdf .png .ppt .pptx .tif .tiff .txt .xls .xlsx .zip
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Group Exemption Letter


Drag files anywhere in this area, or [browse files](#)
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Max size: 5.0 MB

Files (0)

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Contact Information

* indicates required field

Create/Select at least one contact who is responsible for the completion and submission of the grant application.

- Match: Check the box to associate this individual with this application.
Name:
Telephone #:
E-mail Address:
Contact Type: Development Staff
- Match: Check the box to associate this individual with this application.
Name:
Telephone #:
E-mail Address:
Contact Type: Administrative Staff
- Match: Check the box to associate this individual with this application.
Name:
Telephone #:
E-mail Address:
Contact Type: Executive Leadership
- Match: Check the box to associate this individual with this application.
Name:
Telephone #:
E-mail Address:
Contact Type: Administrative Staff

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Create New Contact

LOGOUT

Welcome Page

Organization Information

Organizational Tax Status

Contact Information

Request Information

Contact Information

* indicates required field

* Contact Type Please pick the contact type that best describes your role.

* First Name

* Last Name

Title

Email Address

* Contact Number

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LOGOUT

Welcome Page

Organization Information

Organizational Tax Status

Contact Information

Request Information

Request Information

* indicates required field

* What area(s) does your organization serve?

Disclaimer: Recognizing that definitions of areas may vary by organization consider:

- Warren
- Youngstown
- Mahoning County (more than one city within Mahoning County)
- Trumbull County (more than one city within Trumbull County)
- Mahoning Valley (at least 2 of the following counties: Columbiana, Mahoning, Mercer, Trumbull)
- Northeast Ohio (beyond the four counties within the Mahoning Valley and within the state of Ohio)
- Ohio Statewide
- Other

Other: please specify what area(s) your organization serves

* Please specify the racial identity that represents the leadership of your organization (executive and board).

Select which option aligns with at least 51% of board **AND** at least 51% of executive staff racial identities.

* Check this box to certify that the information you have provided is true and accurate.

I certify

* Check this box to certify that this application has been approved by the CEO or Executive Director for submission.

I certify

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