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The Suter Company 100th Anniversary Community Enrichment Grant: Instructions

1. Download the following from The Suter Company website:
 - a. Grant Instructions
 - b. Grant Guidelines
 - c. Grant Cover Letter
 - d. Grant Questionnaire
 - e. Project Budget Template
2. Please read all grant guidelines and instructions carefully. Grant applications must be typed and submitted in PDF form.
3. The Grant Application includes three items which must be completed and submitted:
 - a. Grant Cover Letter
 - b. Grant Questionnaire
 - c. Project Budget Template

Grant Application Cover Letter

Please type all completed answers into the text boxes in the PDF and save the file for submission. The organization leader's electronic signature is required on the completed Cover Letter. Applications that do not have the leader's electronic signature will not be reviewed.

Grant Questionnaire

The Grant Questionnaire and Project Budget Template may not exceed the downloaded pages provided for the application. All answers must fit within the text boxes provided.

Below is a detailed overview of the points value and assessment of each section of the questionnaire:

1. General Description of Project and Request (25 points): Describe the project in detail including: target population, objectives, implementation methods, and expected benefits and results.
2. Need (15 points): Please cite current local statistics that support the community's need for your project, as well as the approximate number of DeKalb County residents who will be impacted by your project.
3. Organization's Involvement (10 points): Please indicate the number of staff members and volunteers participating and describe in detail the types of activities that members are expected to accomplish (i.e. hands-on activities, financial contributions, additional project fundraising, marketing/promotion, etc.)
4. Project Impact (20 points): Describe how the project will have a positive impact on the residents of DeKalb County, both from a long-term and short-term view.
5. Sustainability (5 points): Explain how this project and its impact will be sustained after the grant funding is expended. Future fundraising plans, staff/volunteer participation and support,



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community partner involvement, and other relevant long-term plans can be included. If this is a one-time project, please state this. (There are no penalties for one-time projects.)

6. Project Evaluation (10 points): Describe the methods and tools you will use to assess progress toward project completion and how specific outcome objectives will be measured. Please outline the timeline on which progress will be assessed (i.e. monthly progress reports to board, etc.) Please define ultimate project success for the organization.
7. Project Budget Template (15 points): Please complete and fill in the Project Budget Template that is provided with the application materials. Please outline all expenses and funding sources associated with your project; for expenses, please include vendor/source, expense amount, how the expense amount was determined (i.e. estimate, bid, quote, published, etc.), and timing when expense is estimated to be made.

Project Budget Template

The Project Budget Template helps give the grant committee an understanding around the financial needs of the project your organization hopes to achieve. Please take the following steps with the Project Budget Template:

1. Please download the Project Budget Template (.xls file)
2. Please read all the instructions on the Project Budget Template carefully. The goal of this is for the grant committee to be able to easily identify your project's expenses that make up the total cost of your project.
3. Before inputting your individual information, please do a Save As to the file and rename the file with the following naming format: Project Budget Template_Organization Name
4. Begin to input the information that pertains to your project. To help us understand your entire project, please list all expenses and funding sources associated with your proposed project.
5. If there are line items in the Template that do not apply to your project, simply delete the line item; if line items need to be added to be specific to your project, please feel free to do so.
6. Please save as an .xls file and upload with your other application submission documents.

Questions? Please reach out to Christine DeVlieger at sutergrant100anniversary@suterco.com or at 779-222-3266 with any questions.