

**THE MARY S. AND DAVID C. CORBIN FOUNDATION**  
**910 KEY BUILDING**  
**159 SOUTH MAIN STREET**  
**AKRON, OH 44308-1318**

**THE MARY S. AND DAVID C. CORBIN FOUNDATION**  
**GRANT APPLICATION AND REVIEW PROCEDURES**

**Application:** The Foundation has a general application cover sheet which applicants must complete and return with their submission. Organizations should also send a brief letter on their letterhead and should submit one original and one copy of all application materials.

**Information to be Included:** The letter should include a brief description of the organization; a description of the proposed project, proposed objectives, and duration; the total cost of the project; and the specific amount requested from the Foundation. Applicants should note whether other foundations will be approached; any other commitments; and a list of the governing board and its officers which includes members' business, professional, and community affiliations. In addition, applicants should include an entire copy of the most recent letter from the I.R.S. determining the organization's current tax exempt status and non-private foundation status, a copy of the organization's most recent audited financial statements, a copy of the organization's latest I.R.S. Form 990 return (without attachments), and a written endorsement by the organization's chief executive officer if the request comes from someone else.

**Deadlines:** The Foundation meets at least semi-annually, customarily in April and October, to review proposals. Grant requests should be addressed to the Foundation and mailed or hand-delivered to the Foundation office. They should not be mailed or delivered to an individual trustee at a different location. **Grant requests must be received not later than March 1 for consideration in May and September 1 for consideration in November.**

**Review Process:** Only written applications will be considered. Both telephone and personal interviews are discouraged unless requested by the Foundation. If additional information is required, the Foundation will request it. However, any questions concerning the application procedure may be directed to the Foundation office at 330/762-6427.

**Restrictions:** The Foundation does not fund individuals, annual fund raising campaigns, ongoing requests for general operating support (although some repeat grants are made), operating deficits, or organizations which in turn make grants to others. The Foundation gives primary consideration to the City of Akron and Summit County, Ohio charitable organizations and/or local chapters of national charities located in the Akron, Summit County, Ohio area, although this does not mean that an extremely worthy cause outside such areas shall not be considered.

The Foundation asks that all grant recipients acknowledge their receipt of funds in writing. Progress, financial, and other reports are requested by the Foundation as needed.



GRANT APPLICATION (Continued)

Is this a new project or expansion of a current project? \_\_\_\_\_

Describe exactly what this grant from The Corbin Foundation would be used for:

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Please list other organizations in the area with a purpose similar to your organization and describe collaborations, if appropriate.

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Describe plans for sustaining the program (if appropriate) after the grant is used.

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