

# OTTAWA COUNTY COMMUNITY FOUNDATION

## GUIDELINES FOR GRANT SEEKERS

The Ottawa County Community Foundation, Inc. (OCCF) is a public charitable organization created by the citizens of Ottawa County to enrich the quality of life for individuals and families in Ottawa County. Grants from unrestricted funds support a variety of programs in the fields of education, social services, physical and mental health, safe and positive living environments, natural resources and the arts.

### Eligibility

To be eligible, an organization must provide services to residents of Ottawa County. Grants can only be awarded to tax-exempt organizations classified as 501(c)(3) charities by the Internal Revenue Service (IRS). If your organization does not have a tax-exempt ruling from the IRS, you may still apply for a grant by using a tax-exempt fiduciary agent. Please contact us if you would like to discuss options for a fiduciary agent.

### Restrictions

The Foundation *usually* will not make grants from its unrestricted funds to:

- support the general operating budget of established organizations
- annual or capital campaigns
- tickets for benefits and telephone solicitations
- support sectarian activities of religious organizations

### Community Grant Application Process

**OCCF considers grant requests annually. Each eligible organization may submit one (1) application per grant cycle. Applications must be submitted by U.S. mail and postmarked no later than March 15.** (When March 15 falls on Sunday, applications must be postmarked no later than March 16.) *Incomplete applications or applications submitted after the deadline **will not be considered.** Send 2 copies of the grant proposal and 2 copies of all required attachments to:*

**Ottawa County Community Foundation, Inc.  
P.O. Box 36, Port Clinton Ohio 43452**

All grant applications are carefully reviewed by a committee appointed by the Foundation's Board of Trustees. Applicant organizations will be notified in writing of approval/denial of funding requests by June 1. *Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.*

### Grant Review Criteria

The Ottawa County Community Foundation will place priority consideration on proposals that:

- *encourage more efficient use of community resources.*
- *preserve the area's heritage and contribute to the quality of life.*
- *demonstrate new approaches and techniques in the solution of community problems.*
- *focus on the prevention of problems rather than the cure.*
- *represent an unduplicated opportunity and meet a significant community need.*
- *demonstrate the availability of matching funds to leverage additional support.*
- *will have a long-lasting positive effect on residents of Ottawa County, supporting the Foundation's motto of "**Doing Good. Forever**".*

# OCCF GRANT APPLICATION

## Grant Proposal

**The written proposal shall be in narrative form and limited to five pages or less, including the project budget page.** (Feel free to use the following template extending the spacing between the questions to accommodate your responses.) **Please submit two (2) copies of your grant proposal. Do not bind the proposal (you may paper clip or staple in the upper left hand corner).** The following areas **must** be addressed in all proposals. Any proposal which does not address all of the following will not be considered.

1. **Purpose and need:** What are the goals and objectives of the project/program? What is the problem or need that will be addressed? Who will benefit from the project or program? What is the projected impact on Ottawa County?
2. **Project priorities:** If we cannot fund your entire project, what are your priorities?
3. **Implementation:** Summarize your plans to implement the project/program and include a brief timeline. Who will be responsible for overseeing the program? How are they qualified to oversee the program?
4. **Evaluation:** How will you evaluate the success of your proposed program/project as related to the goals and objectives?
5. **Future support:** If this is an ongoing program/project, how will you sustain the program once OCCF funds are expended?
6. **Project Budget:** A one-page budget for the project/program for which OCCF funds are requested, including:
  - *projected income and expenses*
  - *all sources of project/program funding (indicate requested or received)*
  - *the period (start/end dates) for which OCCF funds are being requested*

## **OCCF GRANT APPLICATION Required Attachments**

**Two (2) copies of each of the following attachments must be included with all proposals.**

**Attachment 1:** Completed **Application Summary Form**.

**Attachment 2:** Names and affiliations of your organization's board.

**Attachment 3:** A brief background/history of your organization, including when the organization was established, its mission/purpose, major accomplishments, current programs and services, and any previous funding from the Ottawa County Community Foundation.

**Attachment 4:** Organization's operating budget showing income and expenses for the current fiscal year.

**Attachment 5:** Organization's or fiduciary agent's tax-exempt determination letter of non-profit status from the Internal Revenue Service. (Certification from Ohio Secretary of State or IRS Employment Identification Number is not acceptable.)

### **Questions? Please contact us!**

Jan Preston, President (419.297.7838) or Mary Coffee, Grants Chair (419.341.7400)  
email: [info@ottawaccf.org](mailto:info@ottawaccf.org) website: [www.ottawaccf.org](http://www.ottawaccf.org)

**Grant Number** \_\_\_\_\_  
(OCCF will assign a number  
for this blank.)

## ***OTTAWA COUNTY COMMUNITY FOUNDATION***

### **APPLICATION SUMMARY FORM**

ORGANIZATION NAME:

ORGANIZATION ADDRESS:

FEDERAL TAX ID #: (xx-xxxxxxx)

PROJECT TITLE:

AMOUNT REQUESTED:

TOTAL PROJECT BUDGET:

BRIEF DESCRIPTION OF YOUR PROJECT INCLUDING PROPOSED USE OF  
FOUNDATION FUNDS:

ORGANIZATION'S CURRENT OPERATING BUDGET:

ORGANIZATION'S SOURCES OF FUNDING:

AUDIT AVAILABLE:        YES        NO - If no, please explain.

IRS TAX-EXEMPT DETERMINATION LETTER OF NON-PROFIT STATUS INCLUDED  
IN YOUR APPLICATION:   YES        NO – If no, refer to Eligibility section in Grant Guidelines

GRANT CONTACT NAME and TITLE:

ADDRESS:

PHONE NUMBER:

EMAIL:

DATE OF APPLICATION:

DO NOT CHANGE THIS FORM—ONE PAGE ONLY

## GRANT APPLICATION CHECKLIST

If you are new or experienced at grant writing, please use this checklist as a guide to insure that you have included all required documents in your grant application. This form is for your convenience.....you are not required to submit this form.

Requirement #1. Grant proposal (2 - 5 pages, including budget page)

\_\_\_\_\_ Purpose and need – state goals and objectives of project, who will benefit

\_\_\_\_\_ Implementation – summarize plans, timeline

\_\_\_\_\_ Names and qualifications of those overseeing project

\_\_\_\_\_ Evaluation – criteria/procedure used for evaluating success of project

\_\_\_\_\_ Future support of project

\_\_\_\_\_ One-page proposed project budget – include projected income and expenses, all sources of project funding, beginning and ending dates for which funds are requested

Requirement #2. ATTACHMENTS

\_\_\_\_\_ 1. Application Summary Form (downloadable copy at [www.ottawaccf.org](http://www.ottawaccf.org))

\_\_\_\_\_ Brief summary of proposed project – purpose, need, implementation, timeline

\_\_\_\_\_ Name, address, phone number of requesting tax-exempt organization

\_\_\_\_\_ Name, phone number, email of contact person

\_\_\_\_\_ Dollar amount requested

\_\_\_\_\_ Date of application

\_\_\_\_\_ 2. A list of names and affiliations of organization's Board of Trustees

\_\_\_\_\_ 3. Brief background/history of organization, current programs, previous OCCF funding

\_\_\_\_\_ 4. Organization's current operating budget

\_\_\_\_\_ 5. Copy of applicant's 501(c)(3) determination letter from the Internal Revenue Service