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, health and social services, economic development, 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 fiscal agent. Please contact us if you would like to discuss options for a fiscal 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 1st. (When March 1st falls on Sunday, applications must be postmarked no later than March 2nd.) *Incomplete applications or applications submitted after the deadline will not be considered.* **Please 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 fiscal 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!
Mary Coffee, Grants Chair (419.341.7400) or Arlyn Bensch (419.654.2335)
email: ottawaccf@gmail.com   website: **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 only……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)

_____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