

# OTTAWA COUNTY COMMUNITY FOUNDATION

## RAPID RESPONSE APPLICATION (COVID-19)

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. In response to the COVID-19 pandemic of 2020, we have initiated the OCCF Rapid Response effort to support our county non-profits in delivering immediate services and basic needs to those negatively impacted by the COVID-19 crisis. As we receive donations for the OCCF Rapid Response effort, we will award grants to Ottawa County non-profits helping those in need. We encourage all non-profits who are incurring additional expenses during this crisis to apply.

To be eligible, an organization must provide services to residents of Ottawa County. Grants will only be awarded to tax-exempt organizations classified as 501(c)(3) charities by the Internal Revenue Service (IRS). **Applications may be submitted by email to [info@ottawaccf.org](mailto:info@ottawaccf.org) or by mail to Ottawa County Community Foundation, Inc., P.O. Box 36, Port Clinton Ohio 43452.** All grant applications will be reviewed as they are received by a committee appointed by the Foundation's Board of Trustees. Applicants will be notified within ten days of funding consideration.

### GRANT REQUIREMENTS

**One page only please**

1. **Organization Information:** Name, address, phone, email, and date of application
2. **Contact person:** Name, address, phone, and email
3. **Purpose and need:** What are your goals? What need will be addressed? Who will benefit from the grant?
4. **Implementation:** How will you implement your plan? What is your timeline?
5. **Project Budget:** Amount requested? Provide a brief budget to explain how grant funds will be used.
6. Attach a copy of your 501(c)3 tax exemption letter from the Internal Revenue Service.

If your grant application is approved and you are awarded a grant, we ask that you share with us the good that was done by your project. Please submit a brief, one-page report, including any documentation, testimonials, and **all expenditure receipts**, at the **end of your project** or no more than 3 months after the grant award is received.

**Questions? Please contact us!**

419.261.0797 (Joy Roth, OCCF President) or 419.341.7400 (Mary Coffee, Grants Chair)  
email: [info@ottawaccf.org](mailto:info@ottawaccf.org) website: [www.ottawaccf.org](http://www.ottawaccf.org)