

CHAMPAIGN COUNTY MEMORIAL FOUNDATION

GRANT APPLICATION GUIDELINES AND INSTRUCTIONS

- 1) Organizations, programs, or projects that directly serve senior citizens – especially the underserved seniors - in Champaign County, Ohio will be considered for a grant. If you have questions concerning your eligibility, please review the *What We Do* page at www.champaignmemorial.com.
- 2) The grant application is available at our website as a document on the *Grants* page as a Microsoft Word document or a PDF. Be sure to save the file after downloading before beginning to fill in the request, re-saving as you go. Please do not submit a handwritten proposal.
- 3) **TEN (10) copies** of your grant request are due with the submission of, and in addition to, the original grant application.
- 4) Every grant request is read thoroughly. To expedite this process for the Program Committee, we ask the following:
 - a. Be succinct as possible.
 - b. Use proper format for writing. For example, please use proper names, do not use all capitals, set font size to 12, and use single spacing.
 - c. Staple grants in the upper left-hand corner. Do not use plastic covers or sheet protectors.
- 5) Please include only 1 (one) copy of any supplemental materials you decide useful. These should be combined into one larger envelope.
- 6) Completed grant applications may be mailed to the Champaign County Memorial Foundation at:

Champaign County Memorial Foundation
PO Box 866
Urbana, Ohio 43078-0866

If you still have a question concerning your grant, please contact:
Bill Miller, president (937) 243-6847
Kris Harmon Sanders, vice-president: (937) 925-2341