

# OTTAWA COUNTY COMMUNITY FOUNDATION

## *Online Application*

### 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. We will consider grant applications up to \$10,000. Applications must be submitted by 11:59 PM, March 1st. Incomplete applications or applications submitted after the deadline **will not** be considered.**

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.** 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

**Attachment 1:** Names of the organization's Board of Trustees and a brief description of their backgrounds.

**Attachment 2:** 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 3:** Organization's operating budget showing income and expenses for the current fiscal year.

**Attachment 4:** 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](mailto:ottawaccf@gmail.com)      website: [www.ottawaccf.org](http://www.ottawaccf.org)

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

## 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. A list of names and affiliations of organization's Board of Trustees

\_\_\_\_\_ 2. Brief background/history of organization, current programs, previous OCCF funding

\_\_\_\_\_ 3. Organization's current operating budget

\_\_\_\_\_ 4. Copy of applicant's 501(c)(3) determination letter from the Internal Revenue Service