

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 to discuss options.

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 \$5,000. Proposals must be submitted via the Foundation's online application process between January 1 and the **deadline, March 1 at 11:59 p.m.** *Incomplete applications **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 prior to notification cannot be paid by OCCF.

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 following areas **must** be addressed in all proposals. Any proposal which does not address all 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*

Required Attachments

1. Names of your organization's Board of Trustees and a brief description of their backgrounds.
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.
3. Organization's operating budget showing income and expenses for the current fiscal year.
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) email: coffee.occf@gmail.com
or Shea McGrew, Executive Director (906.281.1251) email: ottawaccf@gmail.com