

CHECKLIST

Make certain to complete the grant application in its entirety and submit prior to the deadline. Applications that are incomplete or missing required supporting documents will **not** be accepted. Before submitting the application use the following checklist:

____ All required signatures are on the application

____ A dollar amount requested for the grant and total project cost is noted on the application

____ 5 sets of the application are ready to submit. Each set includes:
Completed grant application form (prefer application be typed)
Basic budget statement for the proposed project or purchase
Most recent financial statement
Organization's annual report or equivalent
List of Governing Board members

____ 1 copy of the organization's letter of determination from the Internal Revenue Service certifying 501(c)(3) status or equivalent. This is an actual letter from the IRS, not from the State of Ohio or a certificate. If you cannot locate your letter from the IRS, contact them at 1-877-829-5500. Provide them with your organization's tax identification number and a copy of your letter can be mailed or faxed to you. Do not wait until the last minute to obtain a copy of this letter. Your application will not be accepted if the letter is not included with the application prior to the deadline.

____ **If the application is from a public school the financial statement and IRS letter are not necessary**

____ **If mailing, use the United States Postal Service. The office is not staffed fulltime to accept deliveries from other carriers.**

<p>Miami County Foundation 317 N. Wayne Street, P.O. Box 1526, Piqua, OH 45356-1526 (937) 773-9012 www.miamicountyfoundation.org email:mcf@woh.rr.com</p>
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Grant Application Form

Submission deadline: last day of February and August

See instructions page and checklist before completing the application

Name of organization _____

Street address _____

City/State/Zip _____

Contact person _____

Daytime Phone _____ Email _____

Internal Revenue Service status 501(c)(3) or equivalent? Yes ___ No ___ Federal ID# _____

Organization's objective and history (briefly stated including major activities and length of time in business)

This space must be used to **briefly** state purpose for grant (you may attach a separate page **if** further explanation is needed)

Area(s) of Miami County served by project _____

Number of Miami County residents affected by project _____

Amount requested \$ _____ (rounded to nearest dollar) Total project budget \$ _____

Other sources contacted for support of this project and amounts _____

Organization's history with the Miami County Foundation:

First Grant Request? ___ Yes ___ No Date of Last Request _____ Date Last Grant Awarded _____

THE FOLLOWING SIGNATURES ARE REQUIRED:

I certify the information is accurate to the best of my knowledge and 5 sets of this application along with the documents listed below have been included.

CEO/Director/Teacher _____ Signature _____ Date _____

President/Chair/Principal _____ Signature _____ Date _____

School superintendent **signature** (*school application only*) _____ Date _____

Submit 5 sets. Each set must include:

- grant application form (prefer application be typed)
- basic budget statement for the proposed project or purchase
- most recent financial statement
- organization's annual report or equivalent
- List of Governing Board members
- **Submit 1 copy** of the organization's letter of determination from the Internal Revenue Service certifying 501(c)(3) status or equivalent.

Miami County Foundation

“People Helping People”

Instructions

PURPOSE:

To solicit, receive and administer assets exclusively for charitable purposes that would most effectively assist, encourage and promote the health, education and welfare of the citizens of Miami County.

ELIGIBILITY REQUIREMENTS FOR ORGANIZATIONS:

- Must provide services directly to the citizens of Miami County.
- Must be certified federally tax-exempt by the Internal Revenue Service as a 501 (c) or equivalent organization, preferably 501 (c)(3).
- Grants will not be considered for the following:
 - A program/project that has or will have already been done within two months of grant deadline
 - A purchase that has already been made
 - Organizations that only serve one religious group
 - Political organizations or those whose primary purpose is to influence legislation, political view point or promotion of a particular candidate
 - General operating funds

GUIDELINES:

- Applications must be **postmarked no later than the last day of February or August.** No applications will be accepted via fax or email. Typed application is preferred.
- If a grant application is from a school, the Superintendent’s signature is required on the application.
- Selection of grants will be completed within two months of the grant deadline.
- Organizations that received grant money the previous year will be considered after those organizations that did not.
- Upon approval for funding, appropriate notification will be issued along with date for check presentation.
- Applicants not approved for funding will be so notified and may reapply for the same project at any time.
- If approved grant is one of several funding sources necessary to complete a project, payment may be delayed until assurance has been received that necessary funding has been secured.
- Grants are subject to review and approval by the Miami County Foundation Board of Directors.
- Organizations are limited to one grant per 12-month period.
- Organizations receiving grants must submit a final report to the Miami County Foundation indicating disposition of the grant funds. Grants awarded in the spring must submit a final report by February and fall grant recipients must submit a final report by August of the following year. Failure to submit invalidates future funding.

APPLICATION PROCEDURE: (applications submitted without the required copies and supporting documents will **not** be considered)

Submit 5 sets. Each set must include:

- grant application form (prefer application be typed)
- basic budget statement for the proposed project or purchase
- most recent financial statement
- organization’s annual report or equivalent
- List of Governing Board members

Submit 1 copy of the organization’s letter of determination from the Internal Revenue Service certifying 501(c)(3) status or equivalent.

MAIL APPLICATION FORM AND ATTACHMENTS VIA POST OFFICE TO:

Miami County Foundation
317 N. Wayne St., P.O. Box 1526
Piqua, OH 45356-1526