



GUIDELINES FOR GRANT SEEKERS

The Greater Fostoria Community Foundation, Inc. is a public, charitable organization created by citizens of our community to enrich the quality of life for individuals and families in our service area, which includes Fostoria and the surrounding townships. Grants from unrestricted funds support a variety of programs in the fields of: education, social services, health, humanities, arts, culture, economic development, and civic affairs.

We have a particular interest in providing seed money for new programs designed to meet emerging community needs or to expand existing successful programs.

Emphasis is placed on programs that will:

- Create safe, positive living environments
- Enable families to develop the skills/resources needed to support and nurture each member
- Foster the development of responsible young people who are capable of achieving their fullest potential.

Grants are awarded only to nonprofit, charitable organizations that have been designated as having tax-exempt status under 501(c)(3) of the Internal Revenue Service Code.

Grant Application Process

The Foundation considers grant requests two times annually. The deadline date for receipt of complete proposals in the Foundation office is **February 28** and **August 31**. When a deadline date falls on a Saturday or Sunday, proposals are due the preceding Friday by 5:00 p.m.

- Organizations applying for grants will not be considered for funding more than two times in a three-year period.
- Funding requests may not be considered for organizations submitting incomplete proposals.

All grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. Applicant organizations are notified, in writing, of approval/denial of funding requests within one week after the Board of Trustees takes action. (**Notification of spring awards will take place in May with award distribution in June and notification of fall awards will take place in December with distribution in January.**) *Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.*

Rev. March 2011

Grant Review Criteria

The Greater Fostoria Community Foundation will place priority consideration on proposals which:

- Encourage more efficient use of community resources.
- Promote coordination, cooperation and sharing among organizations and the elimination of duplicated services.
- Test or 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.
- Support our community needs in areas such as the arts, culture, humanities, economic development, civic affairs, education, health, and social services.
- Propose a specific program rather than general operating support for the organization.
- Propose to strengthen nonprofit organizations by improving internal management and systems.
- Propose to generate matching funds, thus leveraging additional support.
- Include a thoughtful, reasonable plan for obtaining continuing financial support from internal and/or external sources once Foundation funds are expended.

The Foundation *usually* will not make grants from its unrestricted funds to:

- Support the general operating budget (or budget deficit) of established organizations.
- Annual campaigns.
- Capital campaigns.
- Purchase equipment, such as computer hardware/software, motor vehicles, etc.
- Produce films, videos, television programs, etc.
- Support sectarian activities of religious organizations.

For additional information, please write or call:

Greater Fostoria Community Foundation

112 North Main Street

P.O. Box 684

Fostoria, OH 44830-0684

Telephone: (419) 435-2823

director@fostoriafoundation.com

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| Proposals must be typed. No handwritten, faxed or late applications will be accepted for consideration. |
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GRANT APPLICATION QUESTIONS

The following information must be included for all proposals:

1. General Information

- Name, address, telephone number and email address of the requesting organization.
- Person to contact regarding the proposal.
- Dollar amount requested.

2. Purpose

- Identify the problem or purpose for the grant.
- What percent of the population and age group will benefit from the program?
- What is the potential impact of this project on the community?

3. Implementation

- What are the plans and timeframe for implementing this program?
- Who will be overseeing this project and what are their qualifications?

4. Evaluation

- What are the goals of this program?
- What criteria will be used to evaluate the success of this program?

5. Budget Information

- List the projected income and expenses for this project, including information concerning all other grants applied for and all other financial aide you have requested for this project.

6. Future Support

- How will you secure ongoing operational support for this project?
- What additional sources of funding could be sought?

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| Please Also Include the Following Attachments With Your Proposal: |
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1. The names and affiliations of the applicant organization's Board of Trustees.
2. Brief background/history of the requesting organization, including: when and how the organization was established; mission/purpose; accomplishments to date; and a listing of all current programs and services.
3. Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheet must be provided.
4. Organization's current operating budget.
5. Copy of the applicant's tax exemption letter from the Internal Revenue Service.