



## GUIDELINES FOR GRANTMAKING

### General Information

The Union County Foundation solicits, receives and manages charitable contributions from individuals, families, corporations, other foundations, and non-profit organizations. These financial resources are used to make grants that benefit the quality of life for all the citizens of Union County. The Foundation provides a vehicle for gifts of any size or character to be used to that end.

In general, the Foundation gives priority to applications that reflect one or more of the following characteristics:

- Develops or tests new solutions to community problems.
- Improves the quality of non-profit organizations by means of more efficient and effective operations.
- Enhances an organization's reputation and professional standing.
- Facilitates cooperation and collaboration among organizations.
- Strengthens the competitiveness of the region's economy.
- Encourages volunteerism, and civic and community involvement.

**Normally, general fund grants will not be made for:**

- Buildings or equipment.
- Unrestricted operating support.
- Endowments.
- Sectarian religious programs.
- Fundraising campaigns.
- Individuals (except from Funds designated for that purpose).
- Conferences and annual meetings.
- Projects outside the Union County community.

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## **Application Process**

A grant proposal may be submitted at any time. If you are thinking about presenting a proposal, you are encouraged to discuss your ideas with the Foundation prior to preparing it. The Union County Foundation Board of Trustees makes **final** grant distribution decisions on a quarterly basis (Feb., May, Aug., & Nov.). **To allow our Distribution Committee adequate opportunity to review and make recommendations to the full board, quarterly grant application deadlines are the first business day of January, April, July, and October. If your application misses a quarterly deadline it will automatically be a part of the next quarterly cycle.** During the review process, Foundation personnel may contact you for additional information or arrange to meet with representatives of your organization.

Your proposal should include the items described below and be accompanied by a cover letter or the application, or both, outlining the purpose, background, amount requested, time limits of the proposed activity, and length of time that Foundation support will be needed.

## **Organizational Information**

- Name, address, and telephone number of your organization.
- Brief background of your organization.
- Evidence of organizational approval of the request and position of the individual signing the grant application.

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## **Program Description**

- Definition of the issue that the proposal is addressing.
- Basic objectives of the proposed project and the potential impact on the issue, including a description of the persons or groups who will benefit.
- Detailed work plans and timeframe for accomplishing the project's objectives.
- Indication as to whether the proposed activity is new, expanded or an ongoing part of the organization's program.
- Evaluation plan including criteria for judging the effectiveness of the proposed activity.
- Relevant qualifications and experience of the project's principal staff.

## **Financial Information**

- Amount of grant support requested and the proposed time period for use of these funds.
- Detailed budget for the project, identifying the proposed use of Foundation grant funds and any additional support anticipated from the applicant or other funders.
- Provisions for future project funding beyond the initial grant period.



## **Supporting Material**

- Cover letter or application, or both, outlining purpose, background, amount requested and time limits.
- Copy of most recent Internal Revenue Service 501 (c) (3) Federal Tax Exemption letter.
- List of current board of trustees or governing board with their affiliations.
- Resumes of principal staff, if applicable.
- Information on the organization's commitment to diversity with regard to staff, board, constituents, and program content.
- Organization's operating budget for the current fiscal year.
- Copy of financial audit or last annual financial statement.
- Copy of most recent annual report, if available.

**Please address proposals and requests for additional information to:**

### **Union County Foundation**

**P.O. Box 608**

**Marysville, Ohio 43040-0608**

**Phone: (937) 642-9618**

**FAX: (937) 642-7376**

Email: [info@unioncountyfoundation.org](mailto:info@unioncountyfoundation.org)

Web site: [www.unioncountyfoundation.org](http://www.unioncountyfoundation.org)

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