Waterville Community Foundation
An Affiliate of the Greater Toledo Community Foundation
Grant Application Guidelines

The Waterville Community Foundation has been created to enrich the quality of life for citizens of the Waterville, OH area. Grants from the Foundation support a variety of organizations with programs in the areas of education, social services, physical and mental health, local history, neighborhood and urban affairs, natural resources, culture and the arts.

Grants are awarded only to not-for-profit, charitable organizations that have been designated as having tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

<u>Grant Making Priorities and Criteria</u>
Priority consideration will be given to grant applications which:
- Demonstrate new approaches and techniques in the solution of community problems/needs;
- Encourage more efficient use of community resources by promoting coordination, cooperation and sharing among not-for-profits;
- Focus on the prevention of problems, rather than the cure;
- Propose a specific program, rather than general operating support for the organization;
- Encourage matching funds from other organizations or individuals

Lower priority will be given to grant applications for:
- Annual, ongoing operating costs;
- Sectarian activities of religious organizations;
- Endowment campaigns

<u>Grant Application Process</u>
Grant applications may be submitted for up to $500. As donors establish additional unrestricted grant making funds in future years, this amount will grow.
The Waterville Community Foundation's Advisory Board considers grant applications twice per year. The deadline dates for receipt of applications are **January 31 and August 31**. When a deadline date falls on a Saturday or Sunday, applications are due the preceding Friday by 5:00 p.m. Please mail or bring the applications to the address listed at the bottom of page two. Applicant organizations are notified, in writing, of approval/denial of funding requests approximately three months after the deadline date for receipt of an application. Project

expenses incurred by an applicant organization prior to such notification cannot be paid by grant monies.

Contents of an Application

An application includes a narrative (limited to two typewritten pages), plus attachments (as noted on page two). Please staple the narrative and attachments together in the upper left-hand corner.

The following information should be included in the narrative of the application:

- Organization Information - A cover letter with the name, address, phone, etc. of the applicant organization, including the organization's mission/purpose and the name, phone and e-mail address of the contact person at the organization.
- Purpose and Need - A statement summarizing the goals and objectives of the project for which grant monies are being sought. Identify how the proposed project will benefit constituencies served by the organization.
- Implementation Plan -A summary of the plans and timeframe for implementation of the project, including a brief notation on plans for securing ongoing operational support for new or expanded programs, facilities, equipment, etc. once grant funds are expended.

The following information should be included as attachments to the narrative of the application:

- A one-page line-item budget for the project- this should include projected expenses and income.
- If applicable, the organization's most recent audit or financial statements and a current operating budget.
- A list of the organization's Board of Trustees or Directors.
- A copy of the organization's tax exemption letter from the Internal Revenue Service (please call the number listed below if you have questions about this letter).

Please mail or deliver the proposal to the contact info below:
Advisory Board Chair
Waterville Community Foundation
c/o Greater Toledo Community Foundation
300 Madison Ave. Suite 1300
Toledo, OH 43604

Questions? Please contact Lauren Pietrek at the Greater Toledo Community Foundation at 419-241-5049 or lauren.pietrek@toledocf.org