Ottawa County Community Foundation

1

GRANTS WORKSHOP

JANUARY 25, 2018

"Doing Good. Forever."

Workshop Agenda

- 8:30–8:45:   Welcome and Introduction of OCCF Board Members: Joy Roth

- 8:45 – 9:45:   OCCF Grants: Nancy Heller

- 9:45 – 10:00:   Break

- 10:00-10:30   Questions and Wrap-up (sign up for help sessions)

OCCF Grant Application Details

- Application information, guidelines, and information are here: http://www.ottawaccf.org/guidelines-and-forms-for-grant-seekers.html

- **Proposals must be postmarked by 3/15/18.** No late submissions will be considered.

- Applicants will be notified of funding decisions in June.

- Carefully review eligibility guidelines and restrictions to make sure your organization and project are a good fit.

- Proposals should be in narrative form and **not more than 6 pages**. Paper clip or staple the proposal in the upper left corner. **<u>Do not</u> bind the proposal**. Submit **2 copies** of the proposal and supporting documents.

OCCF Grant Application Details, cont.

- **Eligibility guidelines**

  *To be eligible, an organization **must provide services to residents of Ottawa County.** Grants will only be awarded to tax-exempt organizations classified as 501(c)(3) charities by the Internal Revenue Service.*

  Note: If you do not have a tax-exempt ruling from the IRS, you may still apply for a grant if you have a tax-exempt fiscal sponsor.

- **Restrictions**
  The Foundation usually will not make grants from its unrestricted funds to:
  - general operating budgets
  - annual campaigns
  - capital campaigns
  - tickets for benefits and telephone solicitations
  - support sectarian activities of religious organizations

OCCF Grant Funding Priorities

Priority consideration will be given to proposals that:

- ✓ Encourage more **efficient use of community resources**.

- ✓ Promote **coordination, cooperation and sharing among organizations** and the elimination of duplicated services.

- ✓ 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**.

- ✓ Propose a specific **program rather than general operating** support for the organization.

- ✓ **Strengthen non-profit organizations** by improving internal management and systems.

- ✓ Propose to generate **matching funds,** thus leveraging additional support.

- ✓ Would have a **long-lasting positive effect** on residents of the county, compatible with the Foundation's motto **"*Doing Good. Forever.*"**

PURPOSE and NEED

✓ What is the **objective** of your project? *(usually you need one objective)*
The objective is the **overarching intent** of the project or program.

- **Example for a project/program:**
  The primary objective of this project is to increase awareness of the impact of harmful algal blooms among Ottawa County residents.
- **Example for a capital /materials request:**
  Our objective is to create a community garden for the benefit of families in Genoa.

✓ What are the **goals?** (2-3 goals telling **WHAT** you are trying to accomplish)

Tip: write SMART goals:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**ime limited

PURPOSE and NEED , Continued

✓ Identify the problems or needs to be addressed.
This defines **WHY** you are doing the program/project.
What is the need? How do you know it exists?
Why is it important?
- Use **relevant and recent** organizational, local,
regional, or statewide data. Cite your sources.
- What will happen without the intervention
(the intervention is your program or project)?

✓ Identify the population who will benefit.

Paint a picture, tell a story.
Who are the beneficiaries of the program? Use data,
testimonials, and examples Give the reader a clear
picture – pull them in.

TIP: This is a good place to use pictures, graphics, stories, and quotes.

IMPLEMENTATION

✓ What will you do? When will you do it? Create a timeline

Activity	Date(s)	Who is responsible?
Secure funding commitments , recruit and train volunteers, schedule events and media	February-June 2018	ED, development staff, volunteers
Hold garden dedication and ground breaking	June 2018	ED, program staff, volunteers
Plant and maintain garden	June-October 2018	Volunteers
Distribute vegetables to families	July-September 2018	Volunteers, program staff
Community harvest celebration	October 2018	Volunteers, program staff
Community garden clean-up	November 2018	Volunteers
Planning for 2019	April 2019	ED, program staff
Submit final grant report to OCCF	**Spring 2019**	**ED, program lead**

✓Who will do it? Who are the staff, volunteers, others who are involved?

✓Who will direct or oversee the program? Why are they qualified to do this?

EVALUATION

State the criteria and procedure that will be used to evaluate the success of the proposed program. HOW will you know if you have accomplished your goals? WHAT methods will you use to determine this? WHO will do this?

"Program staff will document the number of families who participate in the program." (quantitative)

"Visitors will be asked to complete a survey to indicate their level of satisfaction with the exhibit." (qualitative)

"We will hold a focus group at the end of the program and include the results of the focus group in our final report."

✓ **TIP: Check your evaluation strategies. Are they related to your program goals and objective?**

PROGRAM BUDGET

One-page program budget should include:

- projected income and expenses

- all sources of program funding (pending and received)

- beginning and end dates for your request
  (tip – *your project dates should align with the grant funding period!*)

Sample Project Budget

Project Budget – 7/1/2018-6/30/2019

Projected Revenue	Description	Amount
Grants (requested)	HYZ Family Foundation, OCCF, Key Bank	$8,000
Corporate sponsorships (committed)	Starlight Industries, Packaging Corp	$2,000
Product sales	commission from student art sold at final show and sale	$1,500
Organizational operating budget	studio overhead costs, staffing, overhead	$3,500
Participant Fees	program is free for all participants	$0
Total Revenue (projected)		**$15,000**

Projected Expenses	Description	Amount
Staff salaries	120 hours of staff time - aggregate hourly rate of $21/hour (studio director, artist-in-residence)	$2,520
Student scholarships	5 full ($1,000) and 5 partial ($500) scholarships	$7,500
Facilities	studio rental for classes and final art show	$2,400
Supplies and materials	supplies, equipment, instructional supplies at $100 per student x 10 students	$1,000
Refreshments and meals	for students and public art opening	$1,000
T-shirts for students	$10 per student x 10 students	$100
Printing and copying	student handouts, art show invitation	$300
Postage	costs for mailing art show and sale invitation	$70
Total Expenses		**$14,890**

OCCF Proposal: Required Elements

FUTURE SUPPORT (SUSTAINABILITY)

"Identify plans for securing ongoing operational support for this project once OCCF funds are expended. Include anticipated future financial needs of the program and potential sources of funding."

- **Is this a one-time project/program? State this in your proposal.**
- *If it's an ongoing program, where are you going to get the funding to continue?*
  - *grants*
  - *sponsorships*
  - *collaborative funding with other organizations*
  - *donations*
  - *program service revenue*
  - *fundraisers, events*
  - *organizational support (shows that your board/staff is committed to sustaining the program)*

- *Want a little laugh?*
  http://nonprofitaf.com/2015/05/standardized-answers-to-the-sustainability-question/

OCCF Proposal: Required Elements

OCCF APPLICATION SUMMARY FORM

Tip: Complete this form after you have prepared your budget and narrative!

- The required checklist helps ensure that you have included all the required elements. It is used by grant reviewers to help them scan your proposal.

- *Note:* The completed form cannot exceed one page. You may need to delete spaces if you are using Word.

OCCF Proposal: Required Attachments

- ✓ **Brief cover letter** summarizing the proposed project. This should be on your organization's letterhead and signed by your director. Include:
  - *name, address and telephone number of the organization*
  - *primary contact (might be different from the director)*
  - *dollar amount requested.*

- ✓ Names and affiliations (where they work) of your Board members

- ✓ Brief background/history of the organization, including when and how the organization was established, mission/purpose, accomplishments, current programs and services, and any previous funding from OCCF.

- ✓ Upon request, the applicant shall make available, the organization's most recent audit. If audited financial statements are not available the unaudited income and expense statement and balance sheets must be provided. **NOTE: This is not a required attachment. OCCF will contact you if they need this information.**

- ✓ Organization's current operating budget (overall budget, not project budget)

- ✓ Copy of IRS tax exemption letter (501 determination letter)

Contacts, Evaluation, Help Sessions, Questions

Ottawa County Community Foundation
P.O. Box 36
Port Clinton, OH 43452-0036
Telephone: 419-797-4293

General questions about grants?
Contact me at nancyheller12@gmail.com

Grants help sessions:
OCCF Office, 306 Madison Street, Port Clinton
Thursday, February 15, 9-noon
Tuesday, February 20 , 2-5
Preregistration required for ½ hour or 45 minute slots

Thank you for your participation. Please fill out an evaluation here: https://www.surveymonkey.com/r/DMMTYQZ