

CHAMPAIGN COUNTY MEMORIAL FOUNDATION

Grant Application Instructions

- 1) **Nine (9) copies** of your grant request are due with the submission of, and in addition to, the original grant application.
- 2) The grant application is available at our website: www.champaignmemorial.org as a Microsoft Word document or a PDF. We recommend downloading it in Microsoft Word format, saving on your hard drive, and then typing in your responses and re-saving. Please do not submit a hand written proposal.
- 3) Every grant request is read thoroughly. To expedite this process for the Program Committee, we ask the following:
 - a. Be succinct as possible.
 - b. Use proper format for writing. For example, please use proper pronunciation, do not use all capitals, set font size to 12, and use single spacing.
 - c. Staple grants in the upper left hand corner. Plastic covers or sheet protectors are not wanted.
- 4) Please include only 1 (one) copy of any supplemental materials you decide useful. These should be combined into one larger envelope.
- 5) If you have any questions about the grant application process, please contact Alan Webster at (937) 653-5333 or Linda Ervin at 656-6515.
- 6) Completed grant applications may be mailed to the Champaign County Memorial Foundation at:

Champaign County Memorial Foundation
PO Box 866
Urbana, Ohio 43078-0866