

# MCF 2024 Fall Grant Application

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*Miami County Foundation*

## *Grant Application Guidelines & Requirements*

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***Applications will only be accepted electronically via the grant portal.***

### ***[Instructions/Applicant Tutorial](#)***

Use the link above to view helpful instructions. The application will auto-save with each answer and with each 100 characters typed, or you may click save. If you copy/paste, it's helpful to right click, then "paste as plain text".

Fall applications must be submitted before Sept 10 at 11:59 PM EST. Spring applications must be submitted before Feb 28 at 11:59 PM EST.

Qualified applicants must provide services to citizens of Miami County.

- Non-profit organizations must be certified as tax-exempt by the IRS as a 501(c) or equivalent org, preferably 501(c)(3).
- If applicant is a non-profit organization supporting a Miami County school OR a non-Miami County organization supporting an effort in Miami County, the applicant must upload a one-page signed letter of support verifying the partnership within the county and the potential number of residents served.
- Schools applicants: Please be sure to notify your principal and superintendent's office about the project you are working on and the funding request that you are submitting.
- Additional sources of funding for the project are encouraged to be demonstrated on the application.
- Selection of recipients will be completed approximately two months following the grant deadline. Applications are reviewed and approval is issued by MCF's Board of Directors.
- First consideration is given to organizations that did not receive grant funding the previous year.
- First consideration is given to school applicants that are not requesting continued funding for the same project.
- Upon funding approval, an e-mail notification will be sent with a date for the check presentation/celebration.
- Applicants not approved for funding may reapply for the same project during any cycle.
- If the approved grant is one of several funding sources necessary to complete a project, payment may be delayed until assurance has been received that the necessary funding has been secured.
- Applications will not be considered for the following:

- *A program/project/purchase that will be completed within the two months following the grant application deadline (i.e. before award decisions are announced).*
- *A purchase that has previously been made.*
- *An incomplete/late application.*
- *An organization that serves only one religious group.*
- *A request for general operating funds.*
- *More than one grant per 12-month period (except for schools).*
- *Political organizations whose primary purpose is to influence legislation, political viewpoints, or promote a particular candidate.*

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### **Final Report**

Recipients must submit a Final Report through the grant portal to remain in good standing.

Awarded Fall Grants must submit a Final Report by the following August 30. Awarded Spring Grants must submit a Final Report by the following Feb 28.

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### **For questions/assistance:**

[executivedirector@miamicountyfoundation.org](mailto:executivedirector@miamicountyfoundation.org)

(937) 773-9012

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## *Organization Information*

### **Applicant Type\***

If you are unsure of which "Applicant Type" you are, please contact Miami County Foundation at [executivedirector@miamicountyfoundation.org](mailto:executivedirector@miamicountyfoundation.org) or 937.773.9012.

### **Choices**

Non-Prof | Pre-Sch | Higher | Post-Secondary | Supporting Non-Prof of a School  
K-12 School | Career Center  
Municipality | City

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## *Grant History*

### **Has your organization ever received a grant award from MCF?\***

#### **Choices**

No  
Yes

Unsure (Applicant must contact: 937.773.9012.)

## *Past Grant Recipient "Yes"*

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### **Grant Cycle of Most Recent MCF Grant Award\***

Please specify the year of the award and "Fall" or "Spring" cycle. (Examples: 2019 Fall Grant Cycle or 2022 Spring Grant Cycle)

*Character Limit: 250*

## *Project Information*

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### **Is this non-profit organization's project/program specifically in support of a Miami County school?\***

#### **Choices**

Yes

No

This applicant IS a K1-12 school.

### **Is this a NON-MIAMI COUNTY organization supporting an effort within Miami County?\***

A Letter of Support from the leader of the Miami County project/area/org that your organization is supporting will be required as part of your application.

#### **Choices**

Yes

No

This applicant IS a K-12 school.

### **Project Name\***

This is your project title or the purpose of your grant if it's received. Use only a couple of words. This might be seen later on a grant agreement, award letter and check. (Do not include your org/school name.) **Examples:** "Conference Room Table & Chairs," "Soup Kitchen Refrigerator," "Dental Equipment for Limited-Income Patients," "Special Needs Student Chromebooks."

*Character Limit: 150*

### **Project Amount Requested\***

This is the grant amount you are requesting from MCF. Often times, this will differ from "Project Total Budget." **Round to the NEAREST DOLLAR. NO CENTS.**

*ex. Don't type \$844.60. Instead, please use \$845.*

*Character Limit: 20*

### Project Total Budget\*

How much will the entire project/program cost?

Remember not to include tax in your estimates.

Please round to the **NEAREST DOLLAR. NO CENTS.**

*Example:*

*Project Amount Requested = \$1,500 (previous question)*

*Project Total Budget = \$2,600*

*Character Limit: 20*

### Other Sources of Project Support

What other funding sources are you seeking for this specific project/program? Note the:

- Funding source.
- Expected amount of support.
- If the request status is pending/received.

<b>Funding Source</b>					
<b>Amount</b>					
<b>Funding Status</b>					

### Basic Project Budget\*

Please upload a one-page document, chart or spreadsheet itemizing the basic budget for the proposed project or purchase. **The total should equal your Total Project Budget field.** (You will be have the option to upload additional information such as quotes & estimates from vendors or screen shots of your online shopping cart in the next section.)

*File Size Limit: 2 MB*

### Number of Miami County Residents Impacted by Project\*

Approximately how many unique Miami County residents will be affected by or utilize the benefits of this project/program?

*Character Limit: 6*

### Region(s) of Miami County Served by Project\*

Select "All" if it's open to all Miami County residents, or checkbox the few or several cities/townships that will utilize the project/program.

#### Choices

All Miami County Residents

BRADFORD

CASSTOWN  
COVINGTON  
FLETCHER  
HUBER HEIGHTS  
LAURA  
LUDLOW FALLS  
PIQUA  
PLEASANT HILL  
POTSDAM  
TIPP CITY  
TROY  
UNION  
WEST MILTON  
BETHEL TOWNSHIP  
BROWN TOWNSHIP  
CONCORD TOWNSHIP  
ELIZABETH TOWNSHIP  
LOSTCREEK TOWNSHIP  
MONROE TOWNSHIP  
NEWBERRY TOWNSHIP  
NEWTON TOWNSHIP  
SPRINGCREEK TOWNSHIP  
STAUNTON TOWNSHIP  
UNION TOWNSHIP  
WASHINGTON TOWNSHIP

### **Project Summary\***

Include a brief summary description of the project here including how the requested funds would be utilized if received. Just a couple sentences is sufficient.

*(You will also upload a more-detailed project narrative, appx one-page or less.)*

*Character Limit: 500*

### **Project Full Narrative\***

Upload a document with more detail about your project. Preferably keep this to a one-page document.

*File Size Limit: 2 MB*

### **Support Document - Quote or Contractor Estimate**

This would be the place to include a quote/estimate page from a contractor/vendor if needed for your project.

*File Size Limit: 3 MB*

### **Support Document - Shopping Cart List**

This would be the place to include a screenshot/document of your "shopping cart" expected purchases. This is optional, but is often helpful for "Schools" requests.

*File Size Limit: 3 MB*

## *Supporting Organization*

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### **Letter of Support\***

**For a non-profit organization supporting a Miami County school or for a NON-MIAMI COUNTY organization supporting an effort in Miami County:**

Provide a one-page letter of support from the school superintendent, principal OR administrator if your non-profit organization is providing a service/project to that school.

Or, if this is a NON-Miami County organization supporting an effort within Miami County, a one-page letter from that leader must be uploaded.

*File Size Limit: 2 MB*

## *Non-profit Organization Information*

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### **Letter of Determination**

Non-profit organizations with a 501(c)3 status or equivalent will have a Letter of Determination from the IRS. (This is required for non-profit organizations.) Please upload your most current copy.

*File Size Limit: 2 MB*

### **Supporting Document - Annual Report**

This would be the place to include your most recent annual report. (Some organizations produce an annual report, typically sent to donors, to tell the story of your organization's performance and about the people served in the most previous fiscal year). This is optional.

*File Size Limit: 7 MB*

### **Governing Board\***

Please *\*either\** upload a document that lists your current board members' names and board roles, *\*or\** list/paste them in the text box provided (one member per line).

*Character Limit: 2000 | File Size Limit: 2 MB*

### **Financial Statement\***

Please include the most current **financial summary, balance sheet or profit and loss statement**, typically this would be supplied by your treasurer or presented to your board: *(If the only "financial statement" your organization utilizes is the most recent bank statement, then please upload that. A full 990 is not necessary.)*

*File Size Limit: 2 MB*

## Additional Information - Schools

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### I Agree\*

I agree that I have made my school principal/director and superintendent aware of the grant application being submitted this grant cycle and prior to the grant application deadline.

*Tip:* Applicants are able to download the application questions and their answers by clicking "Application Packet" at the top of their active application. It will open as a PDF to print/save/share your information with your school leaders.

### Choices

Yes

No

### School District Name:\*

Please enter the full name of the school district.

*Character Limit: 150*

### School Building Name\*

Here's where you will enter your school building name/age level. Examples:

- Troy Christian Elementary School
- Miami East Junior High School
- Board Office

*Character Limit: 200*

### School Department, Grade Level or Classroom Name:\*

Provide a description of the area in which you are requesting funding. Examples:

- Milton-Union Local Schools Transportation Department
- Piqua City Schools Athletics Department
- St. Patrick Catholic School Art Class

*Character Limit: 250*

## Applicant Signature

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Once the application is submitted you will not be able to edit your responses. If you anticipate making changes, please click the "Save Application" button at the bottom which allows you to return to it to make edits later. Remember to click "Submit" before the deadline.

### Applicant's Title or Position:\*

Examples: Volunteer/Teacher/Executive Director/Board Member/Principal

*Character Limit: 100*

### Applicant's Electronic Signature\*

By entering your electronic signature below, you attest that all information provided in this application is true and accurate to the best of your knowledge. *Please check your spam e-mail often.*

*Character Limit: 150*

### Internal: Grant Review Category\*

For MCF staff to categorize into review teams

#### Choices

Capital (permanent improvement structure/vehicle)

Ongoing Humanitarian

Humanitarian

General

Schools (typically K-12/UVCC occasionally)