

MCF 2023 Fall Grant Application

Miami County Foundation

Grant Application Guidelines & Requirements

Applications will only be accepted via grant portal.

Click [Instructions/Applicant Tutorial](#)

Use the link above for helpful instructions. Application auto-saves w/ each answer and 100 characters typed, or click save. If you copy/paste, it's helpful to right click, "paste as plain text" in most cases.

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

- Qualified applicants must provide services to citizens of Miami County.
- Non-profit orgs 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-Miami County org, the applicant must upload a signed letter of support verifying the partnership/support within the county and the potential number of residents served. This letter of support is needed from non-profit orgs that specifically support Miami County schools as well.
- 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 appx two months following the grant deadline. Applications are reviewed, then approval is issued by MCF's board of directors.
- First consideration given to orgs that did not receive grant funding the previous year.
- First consideration for school applicants that are not requesting continued funding for the same project.
- Upon funding approval, an e-mail notification will be shared w/ a date for 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.
- Apps will not be considered for the following:

- *Program/project/purchase that will have been completed the two months following the grant application deadline (before award decisions are announced).*
- *Purchase that has previously been made.*
- *Incomplete/late application.*
- *Orgs that serve only one religious group.*
- *General operating funds.*
- *More than one grant per 12-month period (except for schools).*
- *Political orgs which the primary purpose is to influence legislation, political viewpoint, promotion of a particular candidate.*

Final Report

Recipients must submit a Final Report following their grant deadline to remain in good standing.

Grants awarded the previous spring must submit a Final Report by the following Feb 28. Grants awarded the previous fall must submit a Final Report by the following September 10.

Grants received prior to 11/5/22 (22 Fall Grant and prior), please submit report via:

https://docs.google.com/forms/d/18Mct5LgWt9JQhvdkw4UQmWj12prO_0VI5A5E2e0uCWk/edit

executivedirector@miamicountyfoundation.org | (937) 773-9012

Organization Information

Applicant Type*

If you are unsure of which "Applicant Type" you are, please contact Miami County Foundation: executivedirector@miamicountyfoundation.org | 937.773.9012.

Choices

Non-Profit | Pre-School | Higher Ed/Comm College | Supporting Non-Profit of a K-12 School
Municipality | City
K-12 School | Career Center

Grant History

Has your org ever received a grant award from MCF?*

Choices

No

Yes

Unsure (Applicant must contact: 937.773.9012.)

Past Grant Recipient "Yes"

Grant Cycle of Most Recent MCF Grant Award*

Please specify the year of the award and "Fall" or "Spring" cycle. **ex:** 2019 Fall Grant Cycle, 2021 Spring Grant Cycle

Character Limit: 250

Project Information

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

Choices

Yes

No

This applicant is a K-12 school.

Is this a non-Miami County organization supporting a project/area/org 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. Please 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 from MCF*

This is the amount you are requesting from MCF. Often times, this will differ from "Project Total Budget." *Round to the nearest dollar. Please do not include "the change/cents."*

Character Limit: 20

Project Total Budget*

How much will the entire project/program cost?

Please round to the nearest dollar. Do not include "the change." Remember not to include tax in your estimates. **Example:** *Project Amount (Requesting) = \$1,500 | 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/potential funding source
- Amount expected
- If the request status is pending/received.

Funding Source					
Amount					
Funding Status					

Basic Project Budget*

Please upload a one-page document, chart or spreadsheet itemizing the basic budget for the proposed project or purchase. (Keep this to just the project budget. 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 be requested to 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

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

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: 1 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: 3 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: 5000 | File Size Limit: 2 MB

Financial Statement*

Please include item(s) such as the most recent financial summary sheet supplied from your treasurer or presented to your board: balance sheet or profit and loss statement. *(If the only "financial statement" your organization utilizes is the most recent bank statement, please upload that. This is not necessary if you have the preferred balance sheet and profit and loss statement.)*

File Size Limit: 2 MB

Additional Information - Schools

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

Applicant Signature

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