# 2024 Community Grant Program
## Application Instructions and Grant Guidance

The application must be submitted through the SCCF SmarterSelect online grant platform; however, you may use these forms as a guide when preparing for the 2024 Community Grant Application.  The application be found on the SCCF website [www.sanduskyccf.org/grantseekers](www.sanduskyccf.org/grantseekers) and at the bottom of the page "2024 Grant Application".

**A. Organization Details**

1. **Organization Name**
2. **Has your organization received funding from SCCF in the Past**
3. **Project Title**
4. **Project Area**
   a. Arts and Humanities
   b. Community Development
   c. Education
   d. Environment
   e. Health & Social Services
   f. Youth Services
5. **Amount Requested**
6. **EIN**
7. **Organization Address**
8. **Telephone**
9. **Mission Statement**
10. **Executive Director or Grant Contact Person**
11. **Email to Contact Person**

**B. Proposal Narrative**

**1. Summary:**
What is the significance of this project?  Summarize the purpose of your project and explain how this grant award will be used. Explain the need for this program and how that need was determined. If others are offering similar programs, explain how your program is not a duplication of services.

**2. Community Benefit:**
What is the WHY behind the application? What are you asking for this grant and how will this benefit the Sandusky County community? Explain who this program will benefit and in what ways. Projects must benefit Sandusky County residents. If you are collaborating with other Sandusky County agencies, please describe the collaboration and community support for the project.

**3. SCCF Funding:**
Explain how SCCF funds will be used and please be specific. For example, if you are purchasing supplies, do not say that "$300 is needed for an early elementary reading program"; instead say, "$300 is needed to purchase supplies, including $200 for 10 early reader books, $40 for  construction paper and art supplies; and $60 for 3 First Readers DVDs at $20 each."

**4. Additional Funding:**
If additional funds are needed to complete the project, how much additional funding is needed?
Are these funds pending or have they been obtained, and from what sources: If you are seeking  a SCCF grant as matching funds for another grant, please explain the terms of the matching grant.
*If the SCCF grant is awarded, how will this project continue after grant money is expended?
*If the SCCF grant is denied, how will this project be funded?

**5. Acknowledgement of Funding Source:**
In anticipation of receiving grant funds, explain how you will promote or advertise SCCF's financial participation in your project. For example, including the SCCF logo/signage on grant funded equipment or facilities or the standard funding credit line on printed educational material or promotional items. The SCCF logo will be provided and must be displayed. The standard funding credit line is: "Funded by the Sandusky County Communities Foundation".

**6. Evaluation:**
  Explain how you will measure and evaluate the anticipated outcomes of this project.

**C. Budget**

**1. Services:**
**Please note: Salaries and benefits of organization employees or other operating costs such as rent, utilities, insurance, maintenance, etc. are NOT eligible for funding through a SCCF Grant. For Example: Expenses that are reoccurring monthly or annually, or expenses that can be included on a budget cycle.** Any contracted services (i.e. printing, professional advice, presenters, or independent contractor fees) to be funded with this grant.

**2. Supplies:**
List the amounts and items to be purchased with SCCF grant funds in this category.

**3. Capital Improvement:**
Any property purchase, equipment, building materials, or facility improvements of the project to be funded with this grant

**4. Other Funding Needs:**
List the amounts and items to be purchased with other funds in the correct category.

**5. Total Amount being requested through SCCF:**
Please check your proposal narrative and make certain that numbers mentioned in the narrative correspond to numbers on the budget section.

**6. Other Funding for Project**
List the amount of additional funding that you will be needing to complete this project.

**7. List the entire cost of the Project: (Amount requested + Additional Funding = Entire Project Cost)**
**Feel free to use the worksheet on the next page to better visualize what is being requested.**

| Column A<br>Category | Column B<br>SCCF Grant Request | Column C<br>Other Funding for Project | Column D<br>Total Project Cost<br>(Column B+C=D) |
|---|---|---|---|
| Services | | | |
| Supplies | | | |
| Capital Improvement | | | |
| Other | | | |
| Total Project<br>(Columns B+C=D) | **(Not to Exceed $10,000)** | | |

**D. Required Attachments**

**1.** Current (within 6 months) quote to support budget request for purchased services or goods. Note: Preference may be given to proposals using Sandusky County contractors and merchants where applicable.
**2.** 501(c) (3) IRS determination letter (If you are a governmental or other entity covered by a group exemption, provide a copy of the group exemption letter and documentation of your inclusion within the group.)
**3.** Current form 990
**5.** Name, Affiliation, Address, and Email Address of the organization's Board Members.

**E. Certification/Electronic Signature**

# Timeline

*Proposals are due *Friday, August 16, 2024, by 12:00 p.m.* *through the online portal only.*

*All grant applicants will be notified on the status of their application via mail by September 26th. All decisions made by the committee are final. Successful applicants must attend the Grant Award Presentation to receive the award on **October 10, 2024**.

*Final Reports are due 30 days after the completion of the project.

**If you plan to apply for grant funding next year, your final report must be received prior to the next grant cycle opening in July 2025.**

*All Grant funds must be expended and final report must be submitted by *December 31, 2025.*

Please Note: After receiving an award, recipients are required to provide the Foundation with a follow-up report on the form provided within 30 days of project completion. Report must include photo(s) showing project results. Grant funds must be used in the manner described in the grant application and will be verified by SCCF during a site visit/interview. Any funds not spent as approved in the Grant Application must be repaid to Sandusky County Communities Foundation by **December 31, 2025.**

# Grant Guidance

- **Grant Seekers are required to attend Grant Seekers Information Meeting on July 17, 2024 at 10:00 a.m. at the Birchard Public Library Fremont, Ohio.**
- Grants are awarded only to non-profit charitable organizations that have been designated as having tax-exempt status under 501(c) (3) of the Internal Revenue Service code.  Governmental agencies and political subdivisions are eligible for funding but must provide a copy of the group exemption letter and documentation of the organization's inclusion within the group.
- Each eligible organization may submit one (1) application.
- Direct payment of a grant to an individual is prohibited: grant awards will be paid to the sponsoring non-profit organization.
- Grant request must not exceed $10,000.
- Organizations may apply for a grant in successive years if all previous award projects are completed and the final report has been returned and accepted by the SCCF by July 17, 2024.  Preference may be given to new applicants.
- Project expenses incurred by an applicant organization prior to notification of the award cannot be paid with grant funds.
- Quote for purchased services or goods must be current (within 6 months).  Preference may be given to Sandusky County contractors and merchants where applicable.
- Funding requests may not be considered for organizations submitting incomplete applications.
- **Please note: Purchases necessary to perform your core function (salaries and benefits of organization employees or other operating costs such as rent, utilities, insurance, maintenance, etc.) are NOT eligible for funding through a SCCF Grant. For Example: Expenses that are reoccurring monthly or annually, or expenses that can be included on a budget cycle will NOT be funded.**
- Applications must be received by Friday, August 16, 2024 at 12:00 p.m.  Applications received after this date and time will not be considered.