

# **Wyandot County Community Foundation Grant Guidelines and Application**

## **Providing Support to Wyandot County, Ohio Charities**

Wyandot County Community Foundation is a public charitable organization created to enrich the quality of life for individuals and families of Wyandot County. The Foundation's purposes are to:

- develop a permanent endowment for Wyandot County citizens
- assess and respond to changing community needs
- serve as a mechanism for donors at all levels of charitable giving and
- provide financial assistance to groups that most significantly will meet the charitable, educational, cultural, and recreational needs of Wyandot County, regardless of gender, race, color or creed.

## **Wyandot County Charities Qualified for Grant Consideration**

As a community foundation described in our Articles of Incorporation, and as a geographic field of interest fund with the Greater Toledo Community Foundation, WCCF may only consider requests from organizations designated as tax-exempt under Section 501(c)(3) of the Internal Revenue Code including governmental units. This means that an organization must have applied to the IRS for tax-exempt status and received a letter from the IRS granting them tax-exempt status. In addition, governmental units are considered tax-exempt, such as a county, city or public school board. A number assigned by the IRS for bank accounts does not necessarily mean an organization has tax-exempt status under 501(c)(3).

## **Guidelines for Grants Made to Wyandot County Charities**

WCCF normally limits its grants to organizations operating and/or serving residents in the Wyandot County area. Distributions from the unrestricted funds of WCCF are awarded to:

- That most efficiently meets the needs of the people of Wyandot County
- School grants will be considered if the project is for building – or system-wide use or will be used by a broad spectrum of the school population.
- New projects of established organizations.

- New programs only if they can demonstrate that they will become financially self-supporting beyond the initial start-up period. Financial documents to support this need to be included with the application.

Among the purposes which the WCCF does not usually fulfill are grant requests that include:

- Regular operating funds
- Annual campaigns, local or national
- Endowment programs (other than those previously determined)
- Sectarian religious purposes
- Loans
- Graduate fellowships and travel grants to individuals
- Research grants
- Those organizations that have not completed prior grant requirements
- Scholarships (However, scholarship awards are made through named scholarship funds.

### Grant Application Process

When applying for a grant, please submit WCCF's Grant Application online and include a copy of the organization's tax-exempt letter and any attachments as required. Grant application submittal is available at [www.wyandotcommunityfoundation.org](http://www.wyandotcommunityfoundation.org).

After the grant request has been received, one or more members of the WCCF Board of Trustees will review and investigate the grant request and may request to meet with a representative(s) of the organization. WCCF's Board will discuss the application and make a final decision on the grants.

Grants are usually made, if approved, in October. Applicant organizations are notified, in writing, of approval/denial of funding requests within one week after the Board of Trustees takes action. Project expenses incurred by an application organization prior to notification cannot be paid by the Foundation.

If you desire, a board member would be happy to review a draft of your grant request prior to final submission. To do this, schedule a Grant Application Review with a member of the Board. You may obtain a list of WCCF Board Members by written request to WCCF or find this information on the above website.

## Grant Review

Wyandot County Community Foundation Board of Trustees will review all applications and make a final decision on grant(s) to be awarded. All authors of grant proposals will be notified in writing of approval/denial by September 1. Successful applicants will be awarded grant funding following final approval from the Greater Toledo Community Foundation Board. Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.

## Recipient Requirements

Grant recipients will be required to retain and submit copies of receipts for purchase of goods and services. Further, the person responsible for the initiative will be required to submit a narrative report on the initiative and its results, within 10 months after receiving grant funds.

## Timeline for Grant Submission

- July 23<sup>rd</sup> – Grants must be submitted by this date for board consideration.
- Applications will be reviewed in August.
- Grants will be awarded yearly in October.

## Contact Information

Wyandot County Community Foundation (WCCF)  
PO Box 364  
Upper Sandusky, OH 43351  
419-835-1009  
wyandotfoundation@gmail.com