

SANDUSKY/ERIE COUNTY COMMUNITY FOUNDATION

Youth Advisory Council Grant Guidelines

The Sandusky Erie County Community Foundation Youth Advisory Council consists of 14 junior and senior students from seven Erie County high schools, including Edison, Huron, Margareta, Perkins, Sandusky, Sandusky Central Catholic/St. Mary's, and Vermilion. Students serve a two-year term and learn about community needs and philanthropy.

The Youth Council receives \$5,000 annually for its grant making program. The grant making program covers a wide variety of needs throughout Erie County. These include, but are not limited to, Arts and Humanities, Community Development, Education, Environment, Health and Social Services and Youth Services. We encourage proposals for projects that:

- Enhance cooperation and collaboration among Erie County organizations, thereby eliminating duplication of services.
- Strengthen the organization's capacity to serve the community.
- Have potential for leveraging other resources and demonstrate sustainability through additional funding from a broad base of supporters.
- Yield substantial community benefits and serve a broad segment of the community, particularly the underserved.

Range of grants

Grants generally range from \$250-\$1,000, and are for one year only.

Geographic Limitations

Grant projects must serve Erie County residents.

Restrictions

- Organizations must be determined to be tax exempt by the IRS under Section 501(c)(3).
- Churches, schools, governmental or other entities covered by a group exemption are eligible for funding but must provide a copy of the group exemption letter and documentation of the organization's inclusion within the group.
- Generally, grants are not made for advertising or sponsorships; annual campaigns; debt reduction; individuals; medical or other research organizations; political purposes or lobbying activities; routine operating expenses for ongoing programs, salaries/benefits of organization staff; sectarian religious purposes; tickets or advertising for fundraising events.
- Grants for the benefit of an individual are made through Field of Interest Funds for education and health-related needs. Grants are made only to organizations determined to be tax exempt by the IRS under Section 501(c)(3), and also including churches, schools, universities, governmental or other entities covered by a group exemption. Direct payment of a grant to an individual is prohibited; grants will be paid to the sponsoring non-profit organization on behalf of the individual.

Application Information

Applications are available at the foundation office or on line at www.sanduskyfoundation.org. Completed applications must be received in the foundation office by 5:00 p.m. on April 1. Please mail application to:

Sandusky Erie County Community Foundation
135 E. Washington Row
Sandusky, OH 44870

Incomplete applications, faxed applications, or applications submitted after the deadline will not be considered.

Applicant organizations may be contacted for further information or documentation regarding the grant application. However, it is the policy of the Sandusky/Erie County Community Foundation Youth Advisory Council not to engage in discussion regarding outcomes of pending grant proposals.

Contact information

Please call 419-621-9690 for assistance or questions regarding the SECCF Youth Advisory Council grant making program, or visit us on the web at www.sanduskyfoundation.org

YOUTH ADVISORY COUNCIL GRANT APPLICATION INSTRUCTIONS

A completed Grant Application includes a proposal narrative, a budget form, and a set of required attachments. Please follow the outline below in completing your application.

- Proposal Narrative** The proposal narrative should not exceed two pages and should address the following, in this order:
1. Summary Summarize the purpose of your project and explain how this grant 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 but is unique.
 2. Community Benefit Explain who this program will benefit and in what ways. Projects must benefit Erie County residents. If you are collaborating with other Erie County agencies, please describe the collaboration and community support for the project.
 3. SECCF Funding Explain how SECCF 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"; say instead, "\$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 an SECCF grant as matching funds for another grant, please explain the terms of the matching grant.
If the SECCF grant is made, how will this project continue after grant money is expended?
If the SECCF grant is denied, how will this program be funded?

Budget Form The Budget Form is provided on page 2 of the application.

- Column A Column A includes the categories of available funding. Please note: salaries and benefits for organization employees or other operating costs such as rent, utilities, insurance and so forth are not eligible for funding through an SECCF grant.
- Column B List the total of all project costs.
- Column C List the amounts and items to be purchased with SECCF grant funds.
- Column D List the amounts and items to be purchased with other funding.
- Bottom line The bottom line on the budget form should show totals for each column, and should equate to $B = C + D$. Please check your math. List amounts by full dollar amount (round cents up to the next dollar). Please check your proposal narrative and make certain that numbers mentioned in the narrative correspond to numbers on the budget form.

Required Attachments Required attachments include the following:

1. 501(c)(3) IRS determination letter.
If you are a church, 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.
2. Current Form 990 or most recent audit, and annual budget
3. Mission statement
4. List of board members

Deadlines For consideration, applications must be received in the foundation office by 5:00 p.m. on April 1.
If the deadline falls on a weekend, the proposal must be postmarked by the deadline, OR, if hand delivered, must be in the foundation office by the Monday after the deadline.
Applications received after the deadline will not be considered.

**THE SANDUSKY/ERIE COUNTY COMMUNITY FOUNDATION (SECCF)
YOUTH ADVISORY COUNCIL GRANT APPLICATION
COVER PAGE**

Organization _____

Project Title _____

Amount Requested (not to exceed \$1,000) _____ **Employer Identification Number** _____

Address _____ **City, State, Zip** _____

Telephone _____ **Telefax** _____ **Email** _____

Executive Director _____ **Telephone** _____

Signature _____ **Date** _____

Grant Contact Person _____ **Telephone** _____

Required Information

- 1) Please provide a one page project narrative answering the following:
 - (a) Summarize the purpose of your project and explain how this grant will be used?
 - (b) Who will this project benefit and in what ways? (Projects must benefit Erie County residents.)
 - (c) How will this project be funded:
 - (i) if the grant is made, after grant money is expended?
 - (ii) if the grant is denied?
 - (iii) if other sources of funding are needed for the project? Are these funds pending or have they been obtained, and from what sources?
- (2) Completed Budget Form (provided on page 2 of this application)

Required Attachments

- (1) 501(c)(3) IRS determination letter. If you are a church, governmental or other entity covered by a group exemption, please provide a copy of the group exemption letter and documentation of your inclusion within the group.
- (2) Current Form 990 or most recent audit, and annual budget
- (3) Mission statement
- (4) List of board members

Timeline

Grant deadline	April 1	Grant Notification	May 15
Submit 1 original and 15 copies of the completed application with cover sheet, narrative and budget form, and 1 copy of the required attachments to:			
The Sandusky/Erie County Community Foundation 135 East Washington Row, Sandusky, Ohio 44870 Phone: 419/621-9690 Email: executivedirector@sanduskyfoundation.org			

Incomplete applications, faxed applications, or applications submitted after the deadline will not be considered.

Please Note: Applicant organizations may be contacted for further information or documentation regarding the grant application. However, it is the policy of the Youth Advisory Council not to engage in discussion regarding outcomes of pending grant proposals.

SECCF YOUTH ADVISORY COUNCIL GRANT APPLICATION BUDGET FORM

Directions

Complete each portion and attach to Project Narrative

Total Project Cost Please list the entire cost of the project. The combined amounts of Column C and Column D will equal the total listed in Column B.

SECCF Grant Request Please list the funds requested from SECCF only in Column C.

Other Funding for Project Please list in Column D any additional funds from other sources needed to complete this project.

Grant Funding is limited to the following:

Services Any contracted services; for example, printing, professional advice, presenter or independent contractor fees should be listed under services.

Supplies Any supplies that will be used for the project.

Capital Improvements Any equipment, building materials or property purchased for the project.

Other Any costs that do not fit into the above categories. Please explain these costs in the program narrative.

Date project is to begin _____ **Completion Date** _____

A. Category	B. Total Project Cost	C. SECCF Grant Request List amount and items to be purchased	D. Other Funding for Project List amount and items to be purchased
Services			
Supplies			
Capital Improvements (Equipment, materials or property)			
Other			
Total Project Cost [B = C + D]			