

THE MYLANDER FOUNDATION GUIDELINES

Range of grants

Grants range from about \$100-\$2,500, and are generally awarded for one year only.

Geographic Limitations

Grant projects must serve Ohio residents, preferably those of Erie County.

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. Governmental agencies not having a 501(c)(3) letter or group exemption letter must explain why they do not have a 501(c)(3) letter.

Generally, grants are not made for 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.

While the Distribution Committee carefully considers every Application received, historically, special consideration has been given to: (1) the number of people who would benefit if a grant were awarded to a particular organization; (2) whether a grant from The Mylander Foundation would completely fund the intended project or "make a difference" in helping that organization attain its goal; and (3) funds available to the organization from other sources. In the past, most grants have been in the range of \$100 to \$2,500, although some on occasions have been as much as \$5,000.

Application Information

Applications are available at the office of Flynn, Py and Kruse, LPA or on line at www.sanduskyfoundation.org. Completed applications must be received in the office of Flynn, Py and Kruse LPA by 4:00 p.m. October 1. Please mail applications to:

Eric M. Muehlhauser
Flynn, Py and Kruse, LPA
165 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 Mylander Foundation Distribution Committee not to engage in discussion regarding outcomes of pending grant proposals.

Grants will be awarded in November, and distribution checks will be issued in December. It is important to understand that The Mylander Foundation awards grants and makes distributions one time each year. If your organization's need for funds does not coincide with our time frame, we respectfully suggest it might be advisable to consider other sources. Grantees will be notified of funding decisions.

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 Benefit

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 Ohio residents, preferably those in Erie County. If you are collaborating with other Erie County agencies, please describe the collaboration and community support for the project.

3. The Mylander Foundation Funding

Explain how The Mylander Foundation funds will be used, and please be specific. For example, if you are purchasing supplies, to say that "\$300 is needed for any 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 The Mylander Foundation grant as matching funds for another grant, please explain the terms of the matching grant. If The Mylander Foundation grant is made, if the project is to be ongoing how will this project continue after grant money is expended? If The Mylander Foundation grant is denied, how will this program be funded?

5. Evaluation

Explain how you will measure and evaluate the anticipated outcomes of this project.

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 The Mylander Foundation grant.

Column B

List the total of all project costs.

Column C

List the amounts and items to be purchased with The Mylander Foundation 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 entities covered by a group exemption, provide a copy of the group exemption letter and documentation of your inclusion within the group. Governmental agencies not having a 501(c)(3) letter or group exemption letter must explain why they do not have a 501(c)(3) letter.

(2) Current IRS Form 990 or if you do not file a Form 990 your most recent financial statement and annual budget.

(3) Mission statement

(4) List of board members

Deadlines

For consideration, applications must be received in the office of Flynn, Py and Kruse LPA by 4:00 p.m. on October 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 Friday before the deadline. Applications received after the deadline will not be considered.

**THE MYLANDER FOUNDATION
GRANT APPLICATION
COVER PAGE**

Please type:

Organization _____
Project Title _____
Amount Requested _____ **Employer Identification Number** _____
Address _____ **City, State, Zip** _____
Telephone _____ **Telefax** _____ **E-mail** _____
Executive Director _____ **Telephone** _____
Signature of Executive Director or
Person Approving Application _____ **Date** _____
Grant Contact Person _____ **Telephone** _____

Required Information

- 1) Please provide a project narrative (not to exceed 2 pages) answering the following, in this order:
- (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?
 - (c) How will The Mylander Foundation grant funds be used?
 - (d) How will the total cost of this project be funded?
 - (i) if the grant is denied?
 - (ii) if other sources of funding are needed for the project? Are these funds pending or have they been obtained, and from what sources? If you are seeking The Mylander Foundation grant as matching funds for another grant, please explain the terms of the matching grant.
 - (e) If the project is totally funded by grant(s) and the project is to be ongoing how will the project be supported and funded in the future years?
- (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, provide a copy of the group exemption letter and documentation of your inclusion within the group.
- (2) Current Form 990 or if you do not file Form 990, your most recent financial statement, and annual budget
- (3) Mission statement
- (4) List of board members

Timeline and Submission

Grants are awarded annually. **Periods during which applications will be accepted: June 1 thru October 1**

Submit **1 original and 9 copies** of the completed application with cover sheet, narrative and budget form, **and 1 copy** of the required attachments to:

Eric M. Muehlhauser
165 E. Washington Row, Sandusky, Ohio 44870
Phone: 419-625-8324 Email: emm@flynnpykruse.com

Limit on Information: Please submit **only** requested information. Any additional information submitted as part of the grant application will not be considered. Please do not bind the pages of your application other than with a staple nor place your Application in a folder or jacket.

Extensive and voluminous supporting material will not be reviewed or considered by the Distribution Committee. **PLEASE BE BRIEF.**

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 Mylander Foundation Distribution Committee not to engage in discussion regarding outcomes of pending grant proposals.

THE MAYLANDER FOUNDATION GRANT APPLICATION BUDGET FORM

Directions: Please type the information on the Budget Form 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.

The Mylander Foundation Grant Request Please list the funds requested from The Mylander Foundation only in Column C.

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

The Mylander Foundation Grant Funding is limited to the following:

- Services** Any contracted services (for example, printing, professional advice, presenters, or independent contractor fees or special employees services) to be funded with this grant.
- Supplies** Any supplies for the project to be paid for with funds from this grant.
- Capital Improvements** Any property purchase, equipment, building materials or facility improvements of the project to be funded with this grant.
- Other** Any costs that do not fit into the above categories. Please explain these costs in the program narrative.

Please note: The Mylander Foundation does not ordinarily make grants to fund salaries for organization employees.

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

A. Category	B. Total Project Cost	C. The Mylander Foundation 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			
Other			
Total Project Cost [B = C + D]			