

Dear WCF Grant Applicant:

Before beginning the process of applying for a grant from the Warren County Foundation, please review the enclosed Warren County Foundation Grant Guidelines. If you feel your project falls within those guidelines, please follow the instructions below.

**Please provide the following documents:**

Completed and signed Warren County Foundation Grant Proposal Form

Detailed project proposal, which should be no longer than two pages. The proposal should describe the project in detail, the goals or objectives of the project, the time frame for implementation of the project and the manner in which the project's effectiveness will be measured.

One-page project budget, which should include actual and/or projected sources of additional income for the project

Complete roster of your organization's current Officers and Board of Directors

**Please provide one copy of the following documents:**

Your organization's 501(c)3 tax determination letter

Your organization's annual report and/or current fiscal year budget

Completed submissions meeting the Foundation's criteria are presented to the Foundation's Grants Committee, which meets in January, March, May, July, September and November of each year. Submissions received no later than the 15<sup>th</sup> day of the month preceding a meeting of the Grants Committee (i.e., December 15<sup>th</sup> for the January meeting) are usually considered at that meeting. Submissions arriving later are considered at the next scheduled meeting.

Please mail submissions to:

Grant Requests  
Warren County Foundation  
P.O. Box 495  
Lebanon, OH 45036

**Warren County Foundation Grant**

**Proposal Form**

**Applicant Organization (Legal Name):** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Organization Phone Number:** \_\_\_\_\_

**Contact Person and Title:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Amount of Request \$** \_\_\_\_\_ **Total Project Budget \$** \_\_\_\_\_

**List amounts & sources of other funds for this project:** \_\_\_\_\_

**Signature of Authorized Individual & Title:** \_\_\_\_\_