

**WARREN COUNTY FOUNDATION
P.O. Box 495
Lebanon, Ohio 45036**

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-four 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 how will the project's effectiveness 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 15th day of the month preceding a meeting of the Grants Committee (i.e., December 15th for the January meeting) are usually considered at that meeting. Submissions arriving later are considered at the next scheduled meeting, with the exception of Impact Grants. The deadline for Impact Grant proposals is November 1, 2018.

Please mail submissions to:

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

Rev. 09/18

**Warren County Foundation Grant
Proposal Form**

_____ Discretionary Grant

_____ Impact Grant

Applicant Organization (Legal Name): _____

Organization Address: _____

Organization Phone Number: _____

Contact Person and Title: _____

Contact Person E-Mail: _____

Project Title: _____

Project Description: _____

Amount of Request \$ _____ Total Project Budget \$ _____

List amounts & sources of other funds for this project: _____

Signature of Authorized Individual & Title: _____