

## 2023 MARY ANN KLINGLING TRUST FUND

On September 4, 1867, the last will and testament of Mary Ann Klingling was admitted for probate in Court. “The intent of Mary Ann Klingling was that the Trust assets would be used to endow an Orphan Asylum where children in Warren County who had lost one or both of their parents would receive an education, and if necessary be maintained and supported during their minority.” In 1874, Trust funds were used to erect an orphan Asylum and Children’s Home. From 1874 through 1967, the Children’s Home was used in accordance with the intent and purposes of the Klingling Will. “The occupancy and use of the Children’s Home was abandoned due to changes in Ohio law that shifted the burden to other governmental agencies.”

On January 4, 2011, action was filed on behalf of the Trust. As a result, State of Ohio, County of Warren in the Court of Common Pleas Probate Division-Civil Case No. 20114001.A ordered that five (5) Trustees be appointed and distribute Trust assets.

It further orders “The Klingling Trust shall continue, until further Order of this Court, as a charitable testamentary trust, the purpose of which is hereby modified and reformed to financially assist private (non-governmental) entities who provide services to troubled or at-risk juveniles living in Warren County, Ohio, including but not limited to providing education, maintenance and support.”

The Board of Trustees will release Awards for Programming in compliance with the above mandates. The Board of Trustees will consider Awards of \$1,000.00 to a maximum of \$15,000.00. Award funds shall be released in January 2024. The Board of Trustees will require an annual report on programming and budget .The report will be due on or before January 31, 2025. All Award monies should be expended at the end of one year from the release of Award, or implementation of the programming proposed by the Provider, which ever is later.

**2023 Mary Ann Klingling Trust Fund Application**  
**January 2024 Programming Grants are Due October 27, 2023**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person/Phone if Different from Above: \_\_\_\_\_

E - M a i l : \_\_\_\_\_

**Award amount Requested:** \_\_\_\_\_

**Mail Application to: Mary Ann Klingling Board of Trustees**  
**c/o Warren County Foundation**  
**118 East Main Street**  
**Lebanon, OH 45036**

Email: [info@warrencountyfoundation.org](mailto:info@warrencountyfoundation.org)

Phone: 513-934-1001

Office hours: Mon-Fri. 9am-4pm,

### **Program Narrative**

Please feel free to attach your responses to the Application

- 1) Please describe in detail a description of your program goals and/or objectives, including outcomes and time frames for achieving program goals.
  
- 2) Please describe the target population for your program, including age, gender, and other characteristics of the population your program serves. Services to youth that reside outside of Warren County or above the age of majority may not be including in your proposal. Include key personnel that will be involved in the delivery of services and programming.
  
- 3) Please describe how your program plans to specifically use any trust funds, if awarded to your program. Attach a detailed budget, budget narrative, any matching funds you are providing, and sustainability plans if applicable.
  
- 4) Please describe any distinguishing characteristics of your business or program.
  
- 5) Please describe any similar projects or programming that you have engaged in or operate.
  
- 6) If the applicant has previously applied and received funding from the Klingling Trust, please indicate if required programming and fiscal reports were timely submitted

## **GENERAL CONDITIONS AND INSTRUCTIONS TO PROVIDERS**

1. The Board of Trustees reserve the right to reject any or all proposals and, unless otherwise specified by the provider, to accept any item in the proposal.
2. In case of default by the provider or contractor, the Board of Trustees may procure the articles or services from other sources and hold the provider or contractor responsible for any excess costs occasioned thereby.
3. Whenever a reference is made in the specifications or in describing the materials, supplies, or services required, of a particular trade name or manufacturer's catalog or model number, the provider, if awarded the contract, will be required to furnish the particular item referred to in strict accordance with the specifications and descriptions **UNLESS** a departure or substitution is clearly noted and described in the proposal by the provider and accepted by the Board of Trustees.
4. Proposals shall be irrevocable after they are opened by the Board of Trustees unless otherwise agreed to by both parties in writing.
5. Provider agrees to comply with all laws including new laws or acts regulating work with minors.
6. Proposals, to receive consideration, **MUST BE RECEIVED** prior to the specified time of opening and reading as designated in the Request.
7. Proposals having erasures or corrections thereon will be rejected unless explained or noted over the signature of the provider.
8. Proposals must be mailed or delivered to: Mary Ann Klingling Board of Trustees, c/o Warren County Foundation, 118 East Main Street, Lebanon, Ohio 45036. An original and five (5) copies must be submitted.

<u><b>ACTION ITEM</b></u>	<u><b>DATE</b></u>
Deadline for Proposals Received	October 27, 2023
Award Decision	December 2023
Fund Distribution and Programming Start-Up	January 2024
Final programming & Fiscal Reports Deadline	January 31, 2025

## **SUBMISSION OF PROPOSAL**

### **Preparation of Proposal:**

All proposals submitted shall become the property of Board of Trustees to use or, at its option, return. All proposals and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as a trade secret or otherwise exempted from disclosure under the Ohio Public Records Act.

Trade secrets or otherwise exempted information must be clearly identified and marked as such in the proposal. Each page containing such material must:

1. Be placed in a sealed envelope;
2. Must have the basis for non-disclosure status stamped or written in the upper right hand corner of the page and the envelope; and.
3. Be placed in the required order of the response format.

**For example** if Pages 1-3 are not trade secrets or otherwise exempted information and Page 4 contains a trade secret then

- the word “Trade Secret” would be stamped in the corner of Page 4;
- Page 4 would be placed in an envelope; and
- The envelope that is stamped as containing a “Trade Secret “is placed after page 3.

**DO NOT MARK EVERY PAGE OF YOUR PROPOSAL AS TRADE  
SECRET OR OTHERWISE EXEMPTED FROM DISCLOSURE OR  
YOUR BID MAY BE REJECTED**

It will be the Providers sole responsibility to legally defend the actions of the Board of Trustees for withholding your documents as trade secrets or otherwise exempted information if the issue is challenged.

**Proposal Cost:**

The cost of developing proposals is entirely the responsibility of the Provider and shall not be chargeable to or reimbursed by Board of Trustees under any circumstances. The Provider must certify that the proposal will remain in effect for the duration specified. All materials submitted in response to the Grant will become the property of the Board of Trustees and may be returned only at Board of Trustee's option and at the Provider's expense.

**False or Misleading Statements:**

Proposals which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Provider, may be rejected. If, in the opinion of the Board of Trustees, such information was intended to mislead the Board of Trustees, in its evaluation of the proposal and the attribute, condition, or capability, the proposal will be rejected

**Provider Representative's Signature:**

An individual who is authorized to contractually bind the entity must sign the proposal. The signature shall indicate the title or position the individual holds in the firm. Any and all unsigned proposals will be rejected.

**It is absolutely essential that Providers carefully review all elements in their final proposals. Once opened, proposals cannot be altered; however, the Board of Trustees reserves the right to request information or respond to inquiries for clarification purposes only.**

**Acceptance and Rejection of Proposals:**

The Board of Trustees reserves the right to:

- Award a proposal received on the basis of individual items, or on the entire list of items;

- Award or not award any portion of funds;
- Award to multiple providers;
- Reject any or all proposals, or any part thereof;
- Waive any informality in the proposals; and
- Eliminate conditions or terms that that are not most advantageous to the program, with price and other factors considered.

## **Scoring Sheet for Mary Ann Klingling Trust Award 2023**

Proposal Number: \_\_\_\_\_

1. Goals and Objectives of the proposed programming met Trust mandates, clearly defined, address critical needs identified in Warren County needs survey, and met time frames required. (score 1 to 5)
2. Target population is Warren County juveniles, number of juveniles served in programming, and provider has personnel to provide programming. (score 1 to 5)
3. Budget and budget narrative (score 1 to 5)
4. Distinguishing characteristics of Provider or proposed programming. (score 1 to 5)
5. Providers experience with similar population, projects or programming. Compliance with required reporting on prior project (if applicable) (score 1 to 5)