

GRANT GUIDELINES

The grant making program of the Ohio Veterans Home Volunteer Advisory Committee covers a wide variety of needs for the residents of the Ohio Veterans Home. These include: Arts and Humanities; Health and Social Services; Education; and Recreation. We encourage proposals for projects that:

- Enhance the quality of life of the veterans residing at the Ohio Veterans Home
- Provide for medical equipment not provided for within the State budget
- Increase cooperation and collaboration among Erie County veterans organizations, thereby eliminating a duplication of services.

Range of grants:

- Minimum grant awards are \$500, with a general range of \$500-\$25,000.
- Grants are typically awarded for one year only.

Geographic Limitation:

- Grant projects must serve Ohio Veterans Home residents and be approved by OVH Administration.

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; 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.

Application Information: Applications are available at the Ohio Veterans Home Volunteer Advisory Committee office, on line at www.ovhvac.org or emailed as an attachment to ovhvac@aol.com Completed applications must be received in the OVH-VAC office by 5 p.m. on February 15, April 15, August 15 and November 15. Please mail application to:

OVH-VAC, Inc.
Linda L. Johnston, Secretary
3416 Columbus Avenue
Sandusky, OH 44870
Phone: 419-684-7006 Email: ovhvac@aol.com

Incomplete 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 OVH-VAC Distribution Committee not to engage in discussion regarding outcomes of pending grant proposals.***

Contact information: Please call 419-684-7006 for assistance or questions regarding the Ohio Veterans Home Volunteer Advisory Committee grant making programs.

THE OHIO VETERANS HOME VOLUNTEER ADVISORY COMMITTEE, INC.
GRANT APPLICATION
COVER PAGE

Please type or print:

Organization: _____

Project Title: _____

Amount Requested: _____ EIN Number _____

Address: _____ City, State, Zip: _____

Telephone: _____ Email: _____

Signature of Executive Director or

Person Approving Application: _____

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 OVH-VAC, Inc. 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 OVH-VAC, Inc. grant as matching funds for another grant, please explain the terms of the matching grant.
 - iii. 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. The period during which applications will be accepted: March 1, May 1, September 1 and December 1

Submit 1 original and 7 copies of the completed application with cover sheet, narrative and budget form and 1 copy of the required attachments to:

Linda L. Johnston, Executive Director
OVH-VAC, Inc.
3416 Columbus Avenue
Sandusky, OH 44870
Phone: 419-684-7006 Email: ovhvac@aol.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 or 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.

THE OHIO VETERANS HOME VOLUNTEER ADVISORY COMMITTEE, INC. GRANT APPLICATION BUDGET FORM

Directions: Please type the information on the Budget Form and attach to the 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

OVH-VAC, Inc. Grant Request Please list the funds requested from OVH-VAC, Inc. only in Column C.

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

OVH-VAC, Inc. Grant Funding is limited to the following:

Services Any contract services (for example: entertainment, instructors, etc. if grant request is for recreational/educational purposes.)

Supplies Any supplies for the project to paid for with funds from this grant (for example: prizes, tickets, food, etc.)

Capital Improvements 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: OVH-VAC does not make grants to fund salaries for organization employees. Final report & receipts must be submitted within 60 days of completion of the project. Failure to comply could impact future grant requests.

A. Category	B. Total Project Cost	C. OVH-VAC, Inc. 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)			