

Grant Applications

The Ohio State Parks Legacy Foundation (OSPLF)

Spring 2012

Applications Due By Feb. 29th. 2012

Grant Eligibility- To be eligible to receive a matching grant, park groups need to meet the following criteria:

1. Applicants must be a 501c3 non-profit Ohio State Parks Friends and / or Support Group or have an appropriate fiscal agent, which has been designated to qualify as such.
2. The group must be recognized by the Ohio Division of Parks (ODNR) as a park Friends or Support Group.
3. Applications will be received from groups *normally* on an annual basis. The OSPLF may retain a reserve in it's annual grants allocation for emergency needs. Groups in need of such funds should check with the Executive Director to determine their availability.
4. Have appropriate processes and procedures for organizational and fiscal accountability.
5. Meet any other qualifications specified in the attached Guidelines.

Applying for a Grant- Applications for a grant must be made with a Letter of Application, signed by the organizations board president and park manager. The letter should include the following information:

1. Name of organization, along with address, telephone number, and (if applicable) Web site address.
2. Name, address, telephone, and e-mail address of primary contact person and board president.
3. A *brief* statement of the organization's mission, history and description of services provide in the park.
4. A *detailed* description of and rational for the project or program for which grant funds are requested. How, where and when the group intends on obtaining the 50% match for the grant being applied for. This may be in the form of funds or materials from another organization or donor. *Creative* ideas will be reviewed for possible allowance, but in-kind labor from the group directly will not be excepted, *it is expected*. Pictures and or prints as they may pertain to the project, are always helpful.
5. The amount of grant funds being requested.
6. The total budget of the organization.
7. An outline of the budget for the specific project.
8. A list of other anticipated sources of funding for the project.

9. A statement describing what will happen to the project if the OSPLF declines to award a grant, or if it awards a grant which is less than the requested amount.

10. **If the organization has *not* previously applied for a grant**, please provide a copy of the organizations governance document and any ethics policies, such as those regarding conflicts of interest. Also provide a copy of the organization's IRS 501 (c) (3) determination letter or a letter from the organization's 501 (c) (3) fiscal agent confirming that it will serve as fiscal agent for this project.

Finalists for grants may be asked to provide additional documentation after review of the initial grant application letter.

Please provide an **original and one copy** of the Letter of Application. Only one set of any supporting materials is required.

Letters of Application must be **received** by 5:00 pm on Feb 29th, 2012 Applications which are received after that date will not be considered for grant funding.

Fax and e-mail proposals will not be accepted.

Letters of Application should be sent to:

The Ohio State Parks Legacy Foundation
c/o Mark J. Smith, Executive Director
166 West Main Street
Norwalk, Ohio 44857

Questions and / or Assistance should be directed to mark.smith@osplegacy.org or call (419) 668-2497

Additional Guidelines. Funds must be used to execute the project as outlined in the proposal. The Grants Committee will make full and final decision of all grants. Any committee member having a current interest in the application may participate in the discussion, but may not vote on the awarding of the grant.

Criteria the OSPLF will use when reviewing applications:

Is the proposal complete? Are the goals and objectives clear?

Is the evaluation process clear and concise? Is the budget projection realistic?

Is the proposal consistent with the OSPLF's priorities?

Does the submitting organization have the financial and community stability to successfully implement the project?

Does the submitting organization have a governance structure which provides for appropriate levels of accountability to the organizations constituents, it's members, it's board, it's funders and the community?