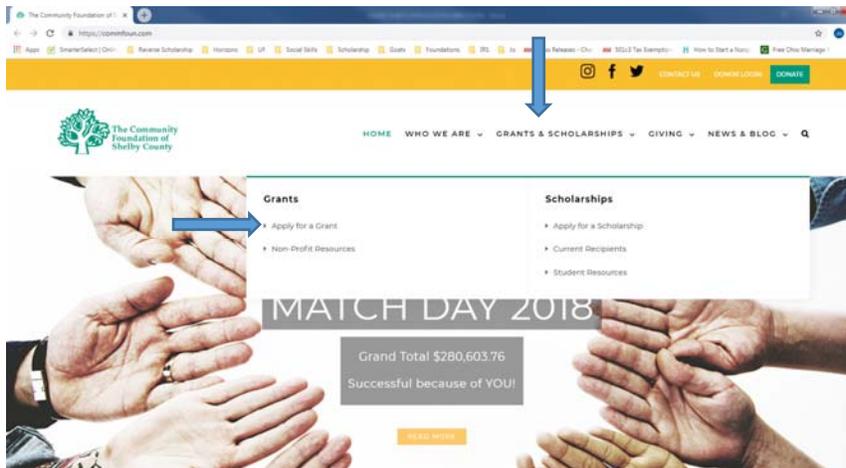


## LOUISE SHEETS FUND APPLICATION TIPS:

We have created an online application for the Louise Sheets Fund that is open and ready for grant applicants. The application is on our website at [www.commfoun.com](http://www.commfoun.com).

Select the Grants & Scholarships tab and click 'Apply for a Grant.'



You will find the "Louise Sheets Fund" with the ability to open a section featuring the link for the application along with the Grant Guidelines, Application Tips and Q&A information.

Please review the Grant Guidelines each of the following grant programs for specific dates and steps in the process.

+ Community Grants

+ Art Grants

→ + Louise Sheets Fund

Starting in 2019, grants will be awarded during two grant cycles a year. Grant proposal deadlines are March 7 and September 12, 2019. Final awards will be announced in late April and October.

This granting program is restricted to organizations in or serving residents within the boundaries of the Botkins Local School District.

- ★ Application
- Grant Guidelines
- Application Tips
- Q&A

Once you click 'Application,' a screen will invite you to "Create New Account" or "Sign In". If you already have an account, select the "Sign In" tab and enter your Username and Password.

Please use an email that is checked frequently. It is the email we will use to remind you that the deadline is approaching and to let you know if we have problems with your application or attached documents.

BE SURE TO SAVE YOUR USERNAME AND PASSWORD! We are not able to reset your password for you, but you can request a new password through the system. Using your Username and Password, you are able to save, leave and reenter your application as often as you like, until you submit at the end of the application.

Click the "Submit" button.

Once your account is set up and you hit "Submit," the screen below will appear. If you click the "Preview" link, a screen will pop up that will allow you to view the entire application, but you will not be able to complete it. You will need to click "Apply" in order to enter the application.

After clicking the "Apply" button, the application will open and you may begin entering your information.

## Section 1. Applicant Information.

Please give your organization’s legal name and EIN number. If your organization has not received an EIN number, we will need to issue your grant check to a Fiscal Agent, a third party organization that has an EIN and has agreed to receive grant money you are awarded. A church, the Village, the School or another organization may be willing to act as a Fiscal Agent. Please contact them before listing them in the section further in the application.

Help us understand impact of a grant in the Botkins community. Will it benefit 10? 100? 1,000? Who will likely use the item or attend the event? Is your target audience people who are homebound? Teens? Veterans? Families? Please be clear and realistic.

## Section 2. Request Summary

All applicants complete Level 1.

This is where you explain what you want to accomplish for the demographic group you are targeting in the Botkins community. Please include the location of your event or the service area a piece of equipment may be used.

If there are ongoing maintenance costs, please explain your plan for continued upkeep of a facility, piece of equipment or programming.

If you are attaching documents, please be sure you use file types: PDF, JPEG or GIF.

**LEVEL 2**

This section is only for those organizations applying for one or more grants that total \$10,000 or more. Those organizations must complete Levels 1 and 2.

What other community organizations or government entities are directly affected by this grant? State whether each organization or entity listed is in favor of this/these project(s) or purchase(s). If "no," explain why not.

Max Number of Words: 50

Please attach a PDF list of your Board of Directors.

[Select File](#)

Maximum File Size: 20MB, Accepted file types: .pdf

No file attached

Please provide a financial statement/report for the most recently completed fiscal year. Please attach a PDF document.

[Select File](#)

Maximum File Size: 20MB, Accepted file types: .pdf

No file attached

If your organization is requesting a total of \$10,000 or more in one or more applications, please complete the LEVEL 2 questions and attach a list of your Board of Directors and financial report from your most recently completed fiscal year. Typically, a fiscal year ends with the calendar year, but some organizations use another date throughout the year as their ending date.

You may add a letter or two of support, if appropriate, from another organization. This is not required, but might be a good idea if your project relies heavily upon the involvement of another entity.

**Letters of Support**

Please attach any letters of support from organizations with whom you are partnering or assisting. NOTE: Please use formats: PDF, GIF or JPEG

[Select File](#)

Maximum File Size: 20MB, Accepted file types: .pdf, .gif, .jpeg

**3. Certification of Information**

**Terms and Conditions**

I hereby certify that, to the best of my knowledge, all information presented in connection with this Louise Sheets Grant Application is accurate. I understand that this form will be accepted only if it complies with the 2019 Louise Sheets Fund Grant Guidelines of the Community Foundation of Shelby County. \*

Yes, I certify that all information is true and accurate.

[Submit](#) ←

Be sure to hit the "Submit" button when you are finished. If you do not hit "Submit," your application appears in our list as an incomplete application and your request will not be considered. Once submitted, the application is locked. If you need to edit it for any reason, please contact our office and we can reopen it for you. If you have us open the application, you will need to click "Submit" again.

[Edit Application](#)

If you want to return to an unsubmitted application, log in using your Username and Password, then click the "Edit Application" button to update or continue the form.

Need help? Please contact Marian Spicer ([mspicer@commfoun.com](mailto:mspicer@commfoun.com)) at the Community Foundation of Shelby County. Our number is (937) 497-7800.