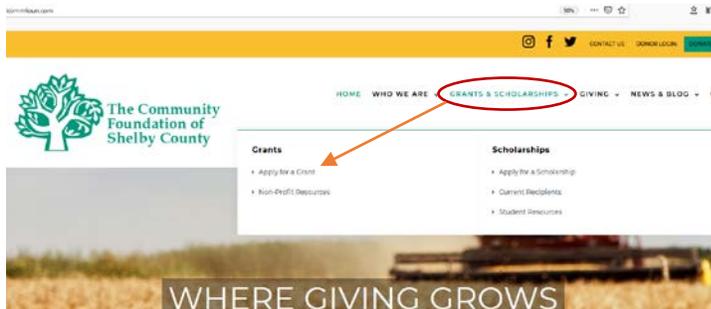


## LOUISE SHEETS FUND APPLICATION TIPS:

The Louise Sheets Fund online grant application is on the Community Foundation of Shelby County website at [www.commfoun.com](http://www.commfoun.com).

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



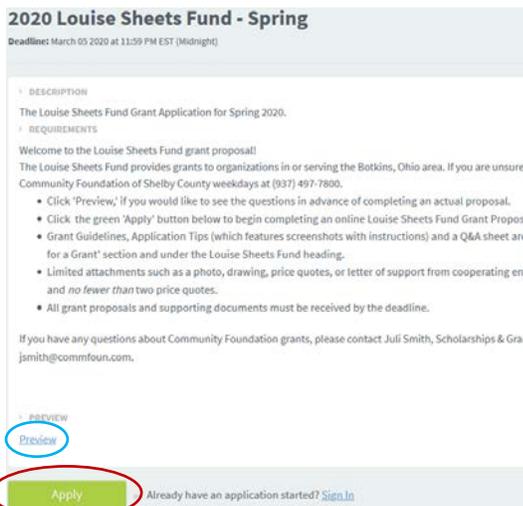
Within the Apply for a Grant section, find the “Louise Sheets Fund” and click to open a section featuring the link for the proposal along with the Grant Guidelines, Application Tips and Q&A information.

### — Louise Sheets Fund Grants

Grants will be awarded during two cycles a year, with the 2020 Grant Proposal deadlines of March 5 and September 10. Final awards for the Spring grant cycle will be announced in late April and in late October for the Fall grant cycle. This granting program is restricted to organizations in or serving residents within the boundaries of the Botkins Local School District.

- [Louise Sheets Online Proposal Form](#) ←
- [Grant Guidelines](#)
- [Application Tips](#)
- [Q&A](#)

Click “Preview” if you want view the application before completing it. Click “Apply” in order to enter the application and begin adding information.



Once you click 'Apply,' a screen will invite you to either "Create New Account" or "Sign In" (if you already have an account and are re-entering an application).

For new Accounts:

The screenshot shows a 'Create New Account' form. At the top, there are two tabs: 'Create New Account' and 'Sign In', both of which are circled in red. Below the tabs, the form is titled 'Create New Account'. It contains several input fields: 'First Name', 'Last Name', 'Organization', and 'Login Email'. Below these fields, there are two radio buttons for 'Do you wish to receive text message notifications, in addition to email notifications?' with options 'Yes' and 'No'. Below the radio buttons are 'Password' and 'Confirm Password' fields, each with a 'SHOW' button to its right. At the bottom of the form, there is a blue 'Submit' button and a red 'Sign in with Google' button. A small disclaimer is visible below the password fields.

Please use a Login Email address 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 NOTE 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.

For those who already have an account:

The screenshot shows a 'Sign into your Account' form. At the top, there are two tabs: 'Create New Account' and 'Sign In'. The 'Sign In' tab is selected. Below the tabs, the form is titled 'Sign into your Account'. It contains two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a 'SHOW' button. At the bottom of the form, there is a blue 'Sign In' button, a red 'Sign in with Google' button, and a link for 'Forgot your Password?'.

In the Sign In tab, enter your email address and Password, click 'Sign In'

## Section 1. Applicant Information.

1. Louise Sheets Fund Application

APPLICANT INFORMATION

Applicant Organization: \*

Employer Identification Number (EIN): \*

If no EIN exists, please click the box:

No EIN exists. We will be using a fiscal agent.

Mailing Address: \*

City: \*

State: \*

Zip Code: \*

Telephone Number: \*

Website Address:

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.

REQUEST DETAILS

DEMOGRAPHICS

Please give your estimate of the number and sector of the population (ie: Infants, Senior Citizens, Homeless, School Children, etc.) who will directly benefit from this program/project/equipment in a one-year period. \*

Max Number of Words: 20

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

2. Request Summary

Request Summary for the Program/Project /Equipment:

**LEVEL 1**

Please describe the What you are wanting to accomplish, Where this will occur and How your project will benefit the demographic group you are targeting in the Botkins community. \*

Max Number of Words: 100

How will you pay for any ongoing costs associated with this project? \*

Max Number of Words: 50

Requests for equipment purchases or facility enhancements must include a specification sheet and price quotes from two or more vendors or contractors. Please attach any quotes, photos or drawings here, if necessary. NOTE: We will only accept a PDF, GIF or a JPEG file type.

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

**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.**

### All Applicants:

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 email address and Password, then click the “Edit Application” button to update or continue the form.

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