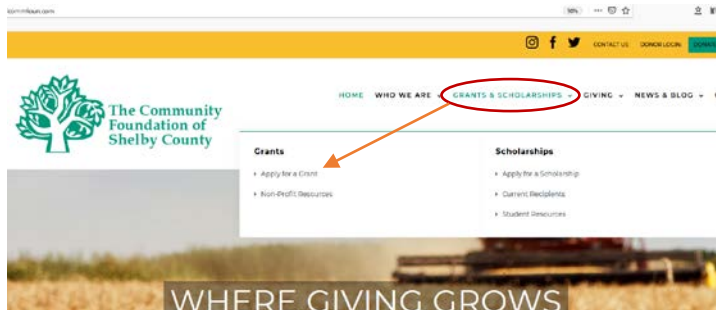


LOUISE SHEETS FUND APPLICATION TIPS:

The Louise Sheets Fund online grant application is on the Community Foundation of Shelby County website at www.commfoun.com.

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



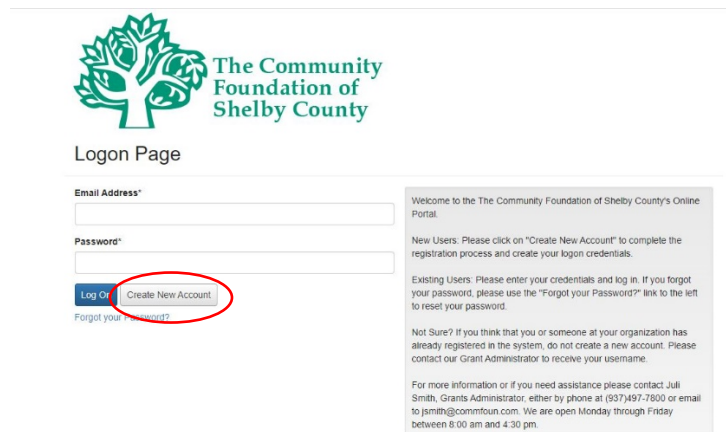
Within the Apply for a Grant section, find the “Louise Sheets Fund” and click to open a section featuring the link for the proposal along with the Grant Guidelines, Application Tips and Q&A information.

— 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](#)

You will need to create a new account using your organization’s information.



Most of the information will carry over to your grant application and saved for future applications.

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.

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. 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 "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,' the application will open for you to complete. You are required to answer all questions marked with an *.

Section 1. APPLICANT INFORMATION

Application

Question List

Apply / 2021 Louise Sheets Fund Application / Application / Preview

Fields with an asterisk (*) are required.

APPLICANT INFORMATION

Name of Program/Project/Equipment to be supported by a Grant:*

Total Expense for the Proposed Program, Project or Equipment*

\$

Of the above Total Expense, what Grant Amount are you requesting?*

If your organization is requesting \$10,000 or more, or applying for more than one grant that totals \$10,000, you must complete Level 1 and Level 2 information.

\$

If a partial amount is all we are willing to award, can this project be completed?*

- Yes
 No

REQUEST SUMMARY

REQUEST DETAILS

Section 2. REQUEST SUMMARY

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. 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.

REQUEST SUMMARY

Describe the Program/Project/Equipment*
Please describe: 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.

2,500 characters left of 2,500

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

1,750 characters left of 1,750

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.

Requests for equipment purchases or facility enhancements must include two (2) itemized price quotes.
Please attach any quotes, photos or drawings here.
NOTE: We will only accept a PDF, GIF or a JPEG file type.

Quote
Upload a file [5 MiB allowed]

Second quote or additional attachments
Upload a file [5 MiB allowed]

Additional attachments. Optional
Upload a file [5 MiB allowed]

If one quote is preferred over the other please explain why.
We understand you may want to go with a different vendor even if the quote is higher than the other.

1,500 characters left of 1,500

If you are unable to obtain two quotes please explain why.

1,000 characters left of 1,000

LEVEL 2 REQUESTS:

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.

Level 2 Required Questions

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.

1,750 characters left of 1,750

Please attach a PDF list of your Board of Directors.*
Upload a file [5 MiB allowed]

Provide a financial statement/report for the most recently completed fiscal year.*
Provide a breakdown of net assets.
Upload a file [5 MiB allowed]

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.

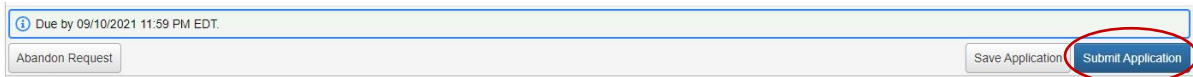
Letters of Support - Optional

You are welcome to attach letters of support from organizations with whom you are partnering or assisting.

Upload a file [2 MiB allowed]

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.



Due by 09/10/2021 11:59 PM EDT.

Abandon Request Save Application **Submit Application**

You will receive a confirmation email after you have submitted your proposal.

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