



## 2019 GRANT REQUEST GUIDELINES

1. Grants from the Youngstown Foundation are made at the direction of the Foundation's Distribution Committee. Grants are traditionally awarded within six weeks following each quarterly deadline. Requests must be received by 4:00 p.m. on:
  - **Wednesday, January 23**
  - **Wednesday, July 17**
  - **Wednesday, April 17**
  - **Wednesday, October 16**
2. Grants support our community's nonprofit 501(c)(3) organizations including arts and culture, education, economic development, health, human services and the environment. As requests are received, they are directed to the Unrestricted Fund as well as appropriate Donor Advised Funds or Special Interest Funds housed within the Foundation. *Note: **The Hine Memorial Fund** supports agencies that assist children with medically diagnosed disabilities and has separate guidelines which are posted on our website: [www.youngstownfoundation.org](http://www.youngstownfoundation.org).* The Foundation encourages incorporation of Universal Design principles for capital projects.
3. The Foundation's catchment area is Youngstown and vicinity. *Funds within the foundation with specific catchment areas are **CASTLO Community Fund** which serves Campbell, Struthers, Lowellville, Coitsville and Poland Townships and **Mahoning Valley Sports Charities Fund** which serves Mahoning and Trumbull counties.*
4. Grant requests will be considered for capital projects, programming and extenuating operating needs.
  - **Online requests will not be accepted.**
  - The Youngstown Foundation will review only one (1) proposal per agency per year.
  - Multi-year commitments will not be considered, nor should grantees expect routine annual funding.
  - Grants from the unrestricted funds will not be made for:
    - Film, video, radio or television projects
    - Endowments, debt reduction or budget deficits
    - Political projects
    - Religious organizations for religious purposes
    - Grants or loans to individuals
    - Short-term events such as conferences, festivals, fundraising functions, campaigns, awards programs
    - Transportation, tours or trips
    - Sabbatical leaves; scholarly research
5. Requests must include two sets of: (*Limit print to one side of each page.*)
  - ✓ Agency contact – name, title, phone number and email
  - ✓ Agency history and mission statement.
  - ✓ Project/program description-- confirmed need, demographics of audience served, goals, timeline, strategies for implementation and projected outcome.
  - ✓ Total cost/budget for the project/program and copies of bids/estimates.
  - ✓ Amount of request.
  - ✓ List of other funding sources for the project including those confirmed or pending.
  - ✓ A roster of current board of directors/trustees and officers.
  - ✓ Roster of key staff/titles.
  - ✓ Current operating budget.
  - ✓ Request must be signed by CEO/Executive Director and Board Chair.
  - ✓ Submit one (1) copy of:
    - Most recent audited financial statement.
    - IRS Confirmation Letter of 501(c)(3) status
    - Current Strategic Plan
    - Organization's Diversity/Inclusion Policy
    - IRS Form 990 for **2017\***

*\* Not necessary if previously submitted as part of Foundation's 2019 Support Fund Program*

**MAIL TO: THE YOUNGSTOWN FOUNDATION, P.O. BOX 1162, YOUNGSTOWN, OHIO 44501**  
**DELIVER TO: 100 FEDERAL PLAZA EAST, SUITE 101, DOWNTOWN YOUNGSTOWN**      **PHONE 330-744-0320**