

The Erie County Community Foundation
YOUTH ADVISORY COUNCIL
GRANT GUIDELINES

The Erie County Community Foundation (ECCF) Youth Advisory Council (YAC) consists of 14 junior and senior students from seven Erie County high schools, including Edison, Huron, Margaretta, Perkins, Sandusky, Sandusky Central Catholic/St. Mary's, and Vermilion. Students serve a two-year term and learn about community needs and philanthropy.

YAC receives \$5,000 annually from ECCF and between \$4,000-6,000 annually from community partners for its grant making program. The grant making program covers a wide variety of needs throughout Erie County. These include, but are not limited to, Arts and Humanities, Community Development, Education, Environment, Health and Social Services and Youth Services.

The 2024-2025 YAC encourages proposals that align with their priority areas: mental health, job training, childcare, youth programming, access to healthy food, preserving Lake Erie's waterways, supporting senior citizens, and animal welfare.

Range of grants

Grants generally range from \$250-\$2,000 and are for one year only.

Geographic Limitations

Grant projects must serve Erie County residents.

Restrictions

- Organizations must be determined to be tax exempt by the IRS under Section 501(c)(3).
- Churches, schools, governmental or other entities covered by a group exemption are eligible for funding but must provide a copy of the group exemption letter and documentation of the organization's inclusion within the group.
- Generally, grants are not made for advertising or sponsorships; annual campaigns; debt reduction; individuals; medical or other research organizations; political purposes or lobbying activities; sectarian religious purposes; tickets or advertising for fundraising events.
- Grants for the benefit of an individual are made through Field of Interest Funds for education and health-related needs. Grants are made only to organizations determined to be tax exempt by the IRS under Section 501(c)(3), and also including churches, schools, universities, governmental or other entities covered by a group exemption. Direct payment of a grant to an individual is prohibited; grants will be paid to the sponsoring non-profit organization on behalf of the individual.

Application information

Applications are available online at www.eriefoundation.org. Completed applications must be received by mail or email by 11:59 p.m. on March 26. *Incomplete applications, faxed applications, or applications submitted after the deadline will not be considered.*

Applicant organizations may be contacted for further information or documentation regarding the grant application. However, it is the policy of the Erie County Community Foundation Youth Advisory Council not to engage in discussion regarding outcomes of pending grant proposals.

Contact information

Please call Mollie Schaefer at 419-621-9690 or email MollieS@eriefoundation.org for assistance or questions regarding the ECCF Youth Advisory Council grant making program.

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GRANT APPLICATION INSTRUCTIONS

A completed Grant Application includes a proposal narrative, a budget form, and a set of required attachments. Please follow the outline below to complete your application.

Proposal Narrative

The proposal narrative should not exceed two pages and should address the following, in this order:

1. **Summary:** Summarize the purpose of your project and explain how this grant will be used. Explain the need for this program and how that need was determined. If others are offering similar programs, explain how your program is not a duplication of services.
2. **Community Benefit:** Explain who this program will benefit and in what ways. Projects must benefit Erie County residents. If you are collaborating with other Erie County agencies, please describe the collaboration and community support for the project.
3. **ECCF Funding:** Explain how ECCF funds will be used, and please be specific. For example, if you are purchasing supplies, do not say that "\$300 is needed for an early elementary reading program"; say instead, "\$300 is needed to purchase supplies, including \$200 for 10 early reader books, \$40 for construction paper and art supplies; and \$60 for 3 First Readers DVDs at \$20 each."
4. **Additional Funding:** If additional funds are needed to complete the project, how much additional funding is needed? Are these funds pending or have they been obtained, and from what sources? If the ECCF grant is made, how will this project continue after grant money is expended? If the ECCF grant is denied, how will this program be funded?

Budget Form

The Budget Form is provided on page 2 of the application.

Required Attachments

Required Attachments are listed on page 1 of the application.

Deadlines

For consideration, **completed applications must be received by 11:59 p.m. on March 26.** Applications can be mailed or emailed-

MollieS@eriefoundation.org

OR

Erie County Community Foundation
Attn: YAC Grants
135 E. Washington Row
Sandusky, OH 44870

The Erie County Community Foundation
YOUTH ADVISORY COUNCIL GRANT APPLICATION

Organization _____

Project Title _____

Amount Requested (not to exceed \$2,000) _____ Employer Identification Number _____

Address _____ City, State, Zip _____

Telephone _____ Email _____

Executive Director _____

Signature _____ Date _____

Grant Contact Person _____ Telephone _____

Required Proposal Narrative

- (1) Please provide a one-page project narrative answering the following:
- (a) Summarize the purpose of your project and explain how this grant will be used.
 - (b) Who will this project benefit and in what ways? (Projects must benefit Erie County residents.)
 - (c) How will this project be funded:
 - (i) if the grant is made, after grant money is expended?
 - (ii) if the grant is denied?
 - (iii) if other sources of funding are needed for the project? Are these funds pending or have they been obtained, and from what sources?

Required Budget Form

- (2) Completed Budget Form (provided on page 2 of this application)

Required Attachments

- (3) 501(c)(3) IRS determination letter.
If you are a church, governmental or other entity covered by a group exemption, please provide a copy of the group exemption letter and documentation of your inclusion within the group.
- (4) Current IRS Form 990 or most recent financial statement (audited statement preferred)
- (5) Mission statement
- (6) List of board members

GRANT DEADLINE: March 26, 2025

Submit the completed application with narrative, budget form, and required attachments by email or mail:

MollieS@eriefoundation.org

OR

Erie County Community Foundation
Attn: YAC Grants
135 E. Washington Row
Sandusky, OH 44870

Incomplete applications, faxed applications, or applications submitted after the deadline will not be considered.

Please Note: Applicant organizations may be contacted for further information or documentation regarding the grant application. However, it is the policy of the Youth Advisory Council not to engage in discussion regarding the outcomes of pending grant proposals.

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GRANT APPLICATION
BUDGET FORM

Directions:

Complete each portion and attach to Project Narrative

Total Project Cost

Please list the entire cost of the project. The combined amounts of Column C and Column D will equal the total listed in Column B.

ECCF Grant Request

Please list the funds requested from ECCF only in Column C.

Other Funding for Project

Please list in Column D any additional funds from other sources needed to complete this project.

Date project is to begin: _____ **Completion Date:** _____

A. Category	B. Total Project Cost	C. ECCF Grant Request List amount and items to be purchased	D. Other Funding for Project List amount and items to be purchased
Services			
Supplies			
Capital Improvements (Equipment, materials or property)			
Other			
Total Project Cost [B = C + D]			