



Hamilton Community Foundation
Youth Philanthropy Committee
319 North Third Street
Hamilton, OH 45011
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www.hamiltonfoundation.org

Youth Philanthropy Committee Grant Guidelines and Application Form

Youth Philanthropy Committee (YPC) is a youth-focused grantmaking committee of the Hamilton Community Foundation. YPC has awarded grants to youth oriented organizations in the Hamilton area for the past four years. Typically, YPC awards nearly \$30,000 annually to organizations serving underprivileged youth in the Hamilton area.

Amount of Awards: Grants range from \$500 - \$5,000

Timeline: Deadline for proposals – **March 9, 2012** – Awarded in May.

Geographic Focus: Organizations serving youth in the Hamilton, Badin, Ross and New Miami High School Districts.

Funding Priorities: Innovative projects that are youth-focused and responsive to the needs of our youth; demonstrate collaboration with other organizations and are not a duplication of existing services. YPC gives higher priority to programs/projects that fill a gap in serving underprivileged youth. Also, preference is given to projects enriching the lives of students outside of the classroom.

Restrictions: YPC does not make grants to individuals. We do not fund salaries, overhead, operating expenses or any expenses not directly related to carrying out your project. Recipients must be a tax-exempt, 501 (c) (3) nonprofit organization as determined by the Internal Revenue Service, or a school.

YPC requires that organizations submit a completed Grant Outcome Evaluation Report for a grant previously awarded before a new grant application will be considered.

Grant Application Instructions

To be considered for funding, the original application and one copy of all attachments must be received by **Friday, March 9, 2012, 4:00 pm** at the Hamilton Community Foundation offices, located at 319 North Third Street, Hamilton, OH 45011. You should retain one copy for your files.

In addition to the one page application, please provide one copy of the following required attachments:

- One page summary of the proposal/project including specific purpose of the grant request, community need or opportunities the project/program addresses, its objective and anticipated outcomes. How does your project serve underprivileged youth?
- IRS Federal tax exempt letter
- The organization's current annual income & expense budget and most recent IRS Form 990.
- A detailed itemized project budget (*including supporting documents, such as quotes for materials, etc.*)

YPC members may conduct site visits with the applicants or telephone them to get additional information. A site visit by the Committee does not guarantee funding approval. Site visits may occur in April by several committee members. This would be conducted in a group setting and the nonprofit will be notified prior to any visit. If a grant application clearly does not meet the criteria, the applicant will be notified immediately.

If you have any questions, contact Bernadette Zimmerman at bzimmerman@hamiltonfoundation.org.

Description of Organization

Applicant Organization: _____

Address: _____ website: _____

Telephone: _____ Fax: _____

Executive Director: _____ Email: _____

Contact Person for this Proposal (Name/Title): _____

Phone: _____ Email: _____

Number of staff in the organization (number of full time and part time): _____

Do you receive funding from United Way? Yes No

If so, which United Way? _____ Annual allocation received? _____

About Your Project:

Title of project: _____

Total amount requested: _____

Geographical area served by your project: _____

How many young people will be involved? _____ What ages? _____

The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the Hamilton Community Foundation is received.

Signature of Executive Director

Date

Signature of Applicant

Date

The deadline for submitting an application is March 9, 2012.

Please forward this completed application form with required attachments to the Hamilton Community Foundation, 319 N. Third Street, Hamilton, Ohio 45011.

All applicants will receive written notification of grant awards in May.