

## INFORMATION TO ASSIST WITH APPLICATION PROCESS

1. Two separate awards will be made each year:
  - The Scott J. Hinsch Community Service Award – to be awarded to a gentleman.
  - The Margaret W. Hinsch Community Service Award – to be awarded to a woman.Both awards are to recognize the work of the volunteer for ONE organization during ONLY ONE specific year. The awards given in 2018 will honor work done in the **2017 calendar year**. The selected award winners will receive a trophy/token while the organization which nominated each award winner will receive a \$1000 grant from the Hinsch Family Fund of The Piqua Community Foundation.
2. Nominees must have served as an unpaid volunteer for a community organization that maintains a 501(c) 3 status (or equivalent status). The organization must be physically located or conduct the majority of its activities within the city limits of Piqua or within either Washington or Springcreek Township of Miami County. Schools and religious organizations in that geographic area are eligible to nominate volunteers. Political organizations are not eligible.
3. Nominees are not required to meet any “residency requirement.” Nominees may live outside of the area described above. Any person who has previously been selected to receive the award MAY NOT be nominated again by any organization.
4. A community organization may nominate more than one individual each year. For example, a school district may nominate qualified persons from different departments or different buildings within the district for the same year. An organization whose nominee has previously won a Hinsch Community Service Award MAY nominate a different volunteer in a subsequent year.
5. Applications for both Awards must be completed and signed by the Superintendent, C.E.O. or Senior Executive of the nominating organization. Applications may include no more than one page of additional information, which may be a letter of recommendation or other format.
6. The deadline to submit written applications to The Piqua Community Foundation for the 2017 Awards is March 1, 2018. Organizations which have submitted the winning applications will be notified by The Foundation. The Awards will be presented in May 2018 at the Spring Grant Distribution meeting of The Piqua Community Foundation.
7. To receive a Word document of the application or to ask questions, call Karen at 615-9080.
8. Completed applications should be submitted by mail or hand delivered to:

The Piqua Community Foundation  
Hinsch Community Service Awards  
P. O. Box 226 – 209 W. Ash Street  
Piqua, Ohio 45356



Signature: \_\_\_\_\_ Title: \*\* \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**(\*\* Position/Title with the Nominating Organization)**