



# GRANT GUIDELINES

Deadlines: March 31 and September 30  
or the last business day preceding

The Piqua Community Foundation accepts grant applications from charitable organizations, provided the applicant and application meet the following criteria:

- The application must be accompanied by documentation verifying the organization's 501(c)(3) or equivalent tax-exempt status.
- The applicant organization must adhere to a mission that is religious, educational, scientific, literary or charitable in nature.
- The application must document the way the project for which funds are being sought will benefit the residents of Piqua, Ohio.

In most cases, The Foundation does not make grants for salaries or for general operating expenses. The Foundation will typically not make grants to the same project or program in consecutive years to allow more organizations in our community to benefit.

The Foundation strongly encourages potential applicants to contact Foundation staff to ensure eligibility and ask project-specific questions prior to completing an application. Only complete applications that meet these guidelines and are submitted by the deadline will be considered for funding.

Please note that grants will not be made for expenses that have already been incurred on a reimbursement basis. Project funds may not be spent before the time of Foundation funding is received.

In answering the application questions and providing supplemental information in attachments, write to an audience who may not be familiar with your project or your organization. Be concise but provide ample detail for grant reviewers to fully understand your project's scope, its cost and its impact.

Please note that, as expressed in the name of our organization, The Piqua Community Foundation is focused on making an impact on the residents of Piqua. Please tie all descriptions and statistics back to the local impact of your project. Whether your organization is physically located in Piqua or not, demonstrate in your application how your project will benefit Piqua residents.

One attachment requirement is an annual report or IRS Form 990. If your organization does not produce an annual report and does not file a 990, please submit a financial statement showing beginning balance, income, expenses and closing balance from the most recently completed fiscal year.

A complete application includes a typed cover page, typed narrative page(s) and all attachments detailed in the checklist. Applications are accepted by email to [info@piquacommunityfoundation.org](mailto:info@piquacommunityfoundation.org), hand delivery to 209 West Ash Street, Piqua, Ohio, or mail to P.O. Box 226, Piqua, OH 45356. Regardless of delivery method, one complete copy of the full application packet must be received by the deadlines stated above for consideration in the accompanying grant cycle.

Applications must be submitted using one delivery method only. Links are accepted for attachment documents for emailed applications. Please make every attempt to submit all application materials in one transmission and use online upload services such as Google Drive or Dropbox to compile documents and reduce attachment size if necessary. Please only use paper clips or binder clips; do not staple any materials.

Foundation staff makes every effort to review applications that arrive by a week prior to the deadline for completeness and follow up for additional documentation or information. Applications received less than a week before the application deadline may not be reviewed for completeness nor additional information sought. Incomplete applications will not be shared with the review committee for funding consideration.

Announcements of grant awards will be made within two months of the application deadlines. Successful applicants will be asked to include The Piqua Community Foundation in all related promotional activities and will be required to submit a grant report within one year of the award, or by the end of the school year during which the project took place. Failure to complete required reporting will result in ineligibility for future grant awards from The Foundation.

Questions should be directed to The Foundation at [info@piquacommunityfoundation.org](mailto:info@piquacommunityfoundation.org) or 937.615.9080. We look forward to learning about your project!