



APPLICATION GUIDELINES

Deadline: 11:59 p.m. July 28, 2022, to
michelle@piquacommunityfoundation.org

The Piqua Community Foundation is proud to launch its second year of Pitch Piqua, a charitable grant pitch competition with a \$50,000 top prize for nonprofit organizations with a project benefiting Piqua!

Applications — simple narratives describing the project idea and the community need it meets — are accepted in the summer before the event. Ideas are developed as a partnership between each of the three finalist organizations selected and The Foundation in the months leading up to the community grant presentation. Finalists work with Foundation staff on project scope, budgeting, capacity-building and storytelling presentation skills through this time.

The finalists then present their concepts at the community event on the first Thursday of March to a panel of judges who will decide the same day which organization wins the \$50,000 award for its presented project. The other two finalist organizations will each be awarded a \$5,000 unrestricted award. All finalists will also be eligible for pass-through donations made by community members.

Pitch Piqua is an ultra-local grant competition that promotes local philanthropy and supports our community's nonprofit sector! Read below for the details on how to apply.

Project requirements

- The project must have demonstrated impact on the residents of Piqua, Ohio, and be executed by a qualifying charitable organization.
- The \$50,000 grant award can represent between 50% and 100% of the project's total startup costs. There is no match requirement for this grant award. Organizations may include up to 15% administrative and 10% contingency costs built into the total project budget. The successful organization is responsible for project sustainability costs.
- The project must be ready to launch within six months of a successful grant award.

Nonprofit commitments

The applicant organization will:

- Commit to attending the meeting dates set out in project application materials.
- Actively participate in training activities outlined in the calendar of events attachment.
- Execute the presented idea within six months of award of successful grant award.
- Allow The Foundation to track and publicize the successful project's progress.
- Agree to have the organization's executive director (or equivalent) involved in the pitch process from start to finish. The director does not have to be the organization's pitch presenter but must be available and engaged on all dates outlined below.

Note: Applicants must provide documentation verifying the organization's 501(c)(3) or equivalent tax-exempt status and sign an agreement with these requirements if selected as a Pitch Piqua finalist.



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To apply, complete a narrative of no more than two pages including the following details:

- Name, phone number(s) and email address of primary organizational contact person
- Name, mission and federal ID # of charitable organization
- Names and titles of executive director (or equivalent) and other key organization representatives involved in the project
- Description of the community need this project addresses as well as data or other evidence that supports the identified need
- Description of the proposed project and how it fulfills the identified need
- Estimate of the project's total startup costs
- Explanation of how the project may be sustained after startup costs
- Optional but helpful attachments not included in the two-page narrative limit:
 - Draft startup and sustainability budget for the project
 - Images depicting your project's components, goals and/or beneficiaries

Note: Write to an audience who may not be familiar with your project or your organization. Be concise but provide ample detail for reviewers to fully understand the project's scope, cost and impact.

Applications are accepted in Microsoft Word or PDF format by email to michelle@piquacommunityfoundation.org through 11:59 p.m. Thursday, July 28, 2022.

Judging criteria

- 30% Impact on Piqua residents
- 20% Evidence of a demonstrated community need
- 20% Readiness for launch
- 20% Sustainability of project
- 10% Quality of presentation

Mark your calendar now

Organizations' executive directors and other desired representatives must be available:

- Between 10 a.m. and 3 p.m. Wednesday, August 31, 2022, for interviews if selected as a semi-finalist. Interview times will be assigned the week preceding. The three finalists selected following the interviews will be notified in early September.
- For trainings and meetings between October 2022 and March 2023, the dates and times of which will be collaboratively decided upon after finalists are named.
- From noon to 8 p.m. Thursday, March 2, 2023, for the Pitch Piqua public event.

We ask that you keep your project concept limited to your organization and key partners. Finalists' concepts will be unveiled publicly at the Pitch Piqua event, after you have fully developed your ideas alongside Foundation staff.

Questions should be directed to The Foundation at michelle@piquacommunityfoundation.org or 937.615.9080. We look forward to learning about your project!



CALENDAR OF EVENTS

For applicant and
finalist organizations

April 2023 to July 2023*

Prospective applicants to meet and discuss project concepts and Pitch Piqua process with Foundation Executive Director Michelle Perry

8 a.m. to 3:30 p.m. May 18, 2022

Optional learning opportunity at [Mosaic of Community Leadership Conference at Edison State Community College](#), including a breakout session about Pitch Piqua and project management planning with Chris Schmiesing of the City of Piqua

11:59 p.m. July 28, 2022

Deadline to submit application to michelle@piquacommunityfoundation.org

10 a.m. to 3 p.m. August 31, 2022

Applicants must be available for interviews if selected as a semi-finalist – interview times will be assigned the week preceding

Early September 2022

Finalists notified of status and asked to return required documentation

Mid-September 2022

Video production and finalists announced publicly

Early October 2022*

Orientation meeting with Foundation staff and board members

November 2022 to February 2023*

Project management and storytelling workshops and meetings and video production

5 to 7 p.m. February 16, 2023

Tech rehearsal for all finalists and vendors

Late February 2023*

Final pitch review and event prep individual meetings

February 27, 2023

Final slide decks due to The Piqua Community Foundation

Noon to 8 p.m. March 2, 2023

Available for Pitch Piqua public event at Fort Piqua Plaza Banquet Center

By April 15, 2023

Checks distributed and follow-up activities outlined, including grant reporting within one year

*Dates and times to be collaboratively decided among Foundation staff and finalist organization representatives