



Our mission is to serve and support the charitable needs of Tipp City, Monroe Township and Bethel Township through grant making.

Guidelines for Grant Applications

Before spending time and effort to complete a grant application, confirm that your organization is eligible to receive a grant from the Tipp City Foundation, a component fund of The Troy Foundation. Your organization must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, be nondiscriminatory, and address needs that are not met fully by existing organizational or community resources.

- All requests must include the official grant application form available at tippfoundation.org.
- Write clearly and succinctly. In addition to the official grant application form, the application should be no more than 4 pages. Do not include superfluous background material. If needed, provide references to web sites where background information is available, rather than submitting lengthy background documents that are not specific to your grant request.
- Convey the need that this project will meet, the projected number of people that will be impacted, and why meeting this need is important to your community.
- Clearly indicate why your organization is in the best position to meet the need this program will address.
- If applicable, explain how your organization will collaborate with other non-profit and governmental agencies to make this project successful.
- Include a budget which accurately reflects how the funds will be used, and if applicable how this grant fits into the overall funding of this project.
- List all other grants for which you have applied and indicate whether or not that grant funding is secured or pending.
- Include details of how you will publicly acknowledge the grant received, including incorporation of the Tipp City Foundation logo into printed materials.
- Carefully review final application to confirm that financial information in the narrative portion agrees with the budget, discrepancies will usually cause an application to be denied.

- Prior to submitting the application, review the application to ensure all questions have been answered thoroughly. Prior to submission have someone not involved in the project review the application for errors or inconsistencies.
- Do not submit multiple project applications by cutting and pasting information from one to the other without carefully reviewing the accuracy of each application.
- Ensure the appropriate person has signed the application

Special Considerations for School Requests

It is in the best interest of each school district for the administration to oversee all applications being submitted so that available funds are distributed equitably across the district and in a manner that fits the long term goals of the administration. With this in mind, school grant applications should follow these additional guidelines.

- Must be signed by the Superintendent or his/her Designee.
- When schools submit multiple requests the administration needs to submit a list of all requests in priority order. This helps the distribution committee understand the areas of greatest need from the administration's viewpoint.
- Before signing off on the full list of applications, confirm that budget numbers are consistent for all applications. Example, bus transportation costs should be consistent for field trips for the entire district.