



THE MINSTER COMMUNITY FUND GRANT POLICY

Fund grants are made for public charitable purposes which benefit citizens in the School District. The Fund seeks to respond with a wide variety of needs in the community.

The Distribution Committee reviews grant applications at their quarterly meetings. The size and number of grants awarded are directly related to the amount of money available each year and the restrictions contributors have placed upon the uses of certain funds.

Generally, grants are made: to help launch new projects which represent a unique and unduplicated opportunity for the community; to support established organizations for special purposes; and, to generate matching funds. **The Fund particularly encourages proposals for projects which:**

- Encourage more efficient use of community resources and promote coordination, cooperation and sharing among organizations and the elimination of duplicated services.
- Test or demonstrate new approaches and techniques in the solution of important community problems.
- Could not be accomplished with other sources of support.
- Promote volunteer participation and citizen involvement in community affairs.
- Strengthen non-profit agencies and institutions by: reducing operating cost; increasing public financial support; and/or improving internal management.

The Fund does not (except as may be reasonably required to carry out the expressed purpose of a contributor) make grants:

- To provide or be the principal support to an organization or activity.
- To organizations located outside the School District.
- To establish or add to endowment funds.
- To individuals
- To fund specific scientific, medical or academic research.
- To reduce operational deficits.
- To sectarian activities or religious organizations.
- To an organization operated for profit.

Grant requests may require a representative to meet with the Distribution Committee to explain and answer questions regarding a specific proposal.

Application Requirements Guidelines

Grant requests must include the following items:

- *A completed application signed by the organization's CEO or chair of the governing body*
- *A cover letter outlining the request with background information about the organization*
- *A description of the purpose of the organization or activity, what it expects to accomplish and how the program relates to the citizens of the Minster Local School District*
- *A detailed project budget*
- *Plans for future funding if the project is ongoing*

- *The parent organization's annual budget for the year in which the funded project is to occur, including both income, expenses and current financial statements*
- *A list of the organization's officers, directors and staff*
- *A copy of the Internal Revenue Service determination letter showing the organization's tax exempt status*

Final Report Narrative and Impact Statement

Address all points that are applicable to your project.

- A brief description of the project and the purpose of this grant.
- Activities: Completed activities and number of persons affected; participant reaction to activities; any activities not completed and reasons for non-completion.
- Outcomes: Intended outcomes/goals and evidence of achievement; outcomes not achieved and why; any unintended outcomes. Major benefits of this grant to (a) your organization and/or (b) the community.
- The evaluation process used and a summary of the results of your evaluation.
- Any problems encountered or changes in the project.
- Strengths and Limitations: What worked; what did not work.
- Future Plans: Plans which have been developed for continuation of this project; plans for future funding sources for the continuation.
- Total Project Cost: Total actual income and expenses during the grant period as compared to the original project budget. This financial report should include a line item budget to delineate the use of Foundation funds as related to project expenses; include a description of other income sources used to support this project.
- Funding: How this grant assisted your organization in leveraging funds from other sources, or in building interagency collaboration.
- Significant Materials: Please provide copies of any printed materials developed for the project with grant dollars during applicable grant period (i.e.: manuals, brochures, etc.)

This report is due ninety days from the receipt of the grant or upon completion of the project. Please submit only one copy of the Final Report Narrative to: Lisa Schelin, Minster Community Fund c/o The Troy Foundation, 216 W. Franklin Street, Troy, OH 45373 or lschelin@thetrovfoundation.org.