



## 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 needs of the health care community in Miami County
- 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

For additional information, please contact Lisa Schelin, Donor Relations Officer, at (937) 339-8935 or by email at [lschelin@thetrovofoundation.org](mailto:lschelin@thetrovofoundation.org).