

THE MICHELLE WIGHTMAN/KARRIE WIEBER CHARITABLE FOUNDATION
GRANT GUIDELINES

The grant making program of the Wightman/Wieber Foundation covers a wide variety of needs throughout Erie County. These include, but are not limited to, Arts and Humanities, Community Development, Education, Environment, Health and Social Services and Youth Services. We encourage proposals for projects that:

- Enhance cooperation and collaboration among Erie County organizations, thereby eliminating duplication of services.
- Strengthen the organization's capacity to serve the community.
- Have potential for leveraging other resources and demonstrate sustainability through additional funding from a broad base of supporters.
- Yield substantial community benefits and serve a broad segment of the community, particularly the underserved.

Range of grants

Minimum grant awards are \$1,000, with a general range of \$1,000-\$20,000. Grants are typically awarded for one year only.

Geographic Limitations

Grant projects must serve Erie County residents.

Restrictions

- Organizations must be determined to be tax exempt by the IRS under Section 501(c)(3).
- Churches, schools, governmental or other entities covered by a group exemption are eligible for funding but must provide a copy of the group exemption letter and documentation of the organization's inclusion within the group.
- Generally, grants are not made for advertising or sponsorships; annual campaigns; debt reduction; medical or other research organizations; political purposes or lobbying activities; routine operating expenses for ongoing programs, salaries/benefits of organization staff; sectarian religious purposes; tickets or advertising for fundraising events.

Application Information Applications are available online at <http://www.wightman-wieber-foundation.org/>. Completed applications must be received by 5:00 p.m. on March 1 and September 1. Please mail application to:

The Wightman/Wieber Charitable Foundation
 ATTN: Stephanie M. Lawrence, Administrative Assistant
 Civista Wealth Management
 100 E. Water Street, Sandusky, OH 44870

Incomplete applications, faxed applications, or applications submitted after the deadline will not be considered.

Applicant organizations may be contacted for further information or documentation regarding the grant application. However, it is the policy of the Wightman/Wieber Foundation Distribution Committee not to engage in discussion regarding outcomes of pending grant proposals.

Contact information Please call 419-625-8424 or email smlawrence@civista.bank for assistance or questions regarding the Wightman/Wieber grant making programs.

THE MICHELLE WIGHTMAN/KARRIE WIEBER CHARITABLE FOUNDATION
APPLICATION INSTRUCTIONS

A completed Grant Application includes a proposal narrative, a budget form, and required attachments. Please follow the outline below in completing your application.

Proposal Narrative The proposal narrative should not exceed two pages and should address the following, in this order:

1. Summary Summarize the purpose of your project and explain how this grant will be used. Explain the need for this program and how that need was determined. If others are offering similar programs, explain how your program is not a duplication of services but is unique.
2. Community Benefit Explain who this program will benefit and in what ways. Projects must benefit Erie County residents. If you are collaborating with other Erie County agencies, please describe the collaboration and community support for the project.
3. W/W Funding Explain how Wightman/Wieber funds will be used, and please be specific. For example, if you are purchasing supplies, do not say that "\$300 is needed for an early elementary reading program"; say instead, "\$300 is needed to purchase supplies, including \$200 for 10 early reader books, \$40 for construction paper and art supplies; and \$60 for 3 First Readers DVDs at \$20 each."
4. Additional Funding If additional funds are needed to complete the project, how much additional funding is needed? Are these funds pending or have they been obtained, and from what sources? If you are seeking a Wightman/Wieber grant as matching funds for another grant, please explain the terms of the matching grant.

If the Wightman/Wieber grant is made, how will this project continue after grant money is expended?

If the Wightman/Wieber grant is denied, how will this program be funded?

5. Evaluation Explain how you will measure and evaluate the anticipated outcomes of this project.

Budget Form The Budget Form is provided on page 2 of the application.

Column A Column A includes the categories of available funding. Please note: salaries and benefits for organization employees or other operating costs such as rent, utilities, insurance and so forth are not eligible for funding through a Wightman/Wieber grant.

Column B List the total of all project costs.

Column C List the amounts and items to be purchased with Wightman/Wieber grant funds. If requesting funding for more than \$500 for an equipment purchase or building expense (such as repair, renovation or new construction), a professionally prepared estimate from a qualified vendor must be submitted with the grant application. The Wightman/Wieber Foundation encourages grantees to seek and compare cost estimates from several vendors. The estimate that is attached to the grant application must have been approved by your organization's board of directors, with the board chair signature and date of board approval on the estimate.

Column D List the amounts and items to be purchased with other funding.

Bottom line The bottom line on the budget form should show totals for each column, and should equate to $B = C + D$. Please check your math. List amounts by full dollar amount (round cents up to the next dollar). Please check your proposal narrative and make certain that numbers mentioned in the narrative correspond to numbers on the budget form.

NOTE: The “**Budget Information for Applicants**” form has to be completed and submitted with the grant application (see separate document).

Required Attachment Required attachment includes the following:

501(c)(3) IRS determination letter.

If you are a church, governmental or other entity covered by a group exemption, provide a copy of the group exemption letter and documentation of your inclusion within the group.

Deadlines

For consideration, applications must be received by 5:00 p.m. on March 1 and September 1.

If the deadline falls on a weekend, the proposal must be postmarked by the deadline, OR, if hand delivered, must be in by the Friday before the deadline. Applications received after the deadline will not be considered.

**THE MICHELLE WIGHTMAN/KARRIE WIEBER CHARITABLE FOUNDATION
GRANT APPLICATION
COVER PAGE**

Please type:

Organization _____

Project Title _____

Amount Requested _____ **Employer Identification Number** _____

Address _____ **City, State, Zip** _____

Telephone _____ **Telefax** _____ **Email** _____

Executive Director _____ **Telephone** _____

Signature _____ **Date** _____

Grant Contact Person _____ **Telephone** _____

Required Information

- 1) Please provide a project narrative (not to exceed 2 pages) answering the following, in this order:
 - (a) Summarize the purpose of your project and explain how this grant will be used?
 - (b) Who will this project benefit and in what ways? (Projects must benefit Erie County residents.)
 - (c) How will W/W grant funds be used? How will this project be funded:
 - (i) if the grant is made, after grant money is expended?
 - (ii) if the grant is denied?
 - (iii) if other sources of funding are needed for the project? Are these funds pending or have they been obtained, and from what sources? If you are seeking a W/W grant as matching funds for another grant, please explain the terms of the matching grant.
 - (d) How will you measure and evaluate the outcomes of this project? If awarded a grant, you will be responsible for submitting a final report addressing this question.
- (2) Completed Budget Form (provided on page 2 of this application)

Required Attachments

- (1) 501(c)(3) IRS determination letter. If you are a church, governmental or other entity covered by a group exemption, provide a copy of the group exemption letter and documentation of your inclusion within the group.

Timeline and Submission

Grants are awarded twice annually. **Deadlines are March 1 and September 1**

Submit **1 original** of the completed application with cover sheet, narrative and budget form, and **1 copy** of the required attachment to:

The Wightman/Wieber Charitable Foundation
ATTN: Stephanie M. Lawrence, Administrative Assistant
Civista Wealth Management, 100 E. Water Street, Sandusky, OH 44870
Phone: 419-625-8424 Email: smlawrence@civista.bank

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However, it is the policy of the Michelle Wightman/Karrie Wieber Charitable Foundation Distribution Committee not to engage in discussion regarding outcomes of pending grant proposals.

The Michelle Wightman/Karrie Wieber Charitable Foundation

Project Financial Form - Complete and attach this information to Project Narrative

Total Project Cost List the entire cost of the project. The combined amounts of Column C & Column D will equal the total listed in Column B.

W/W Grant Request List the funds requested from W/W only in Column C.

Other Funding for Project List in Column D any additional funds from other sources needed to complete the project.

Wightman/Wieber Grant Funding is limited to the following:

Services Any contracted services (i.e. printing, professional assistance, presenters or independent contractor fees) to be funded with this grant.

Supplies Any Supplies for the project to be paid for with funds from this grant.

Capital Improvements Any property purchase, equipment, building materials or facility improvements of the project to be funded with this grant.

Other Any costs that do not fit into the above categories.

Explain these costs in the program narrative.

Wightman/Wieber grant funds may not be used for salaries or benefits for organization employees.

Date project is to begin _____ ***Completion date*** _____

A. Category	B. Total Project Cost	C. W/W Grant Request List amount & items to be purchased	D. Other Funding for Project List amount & items to be purchased
Services			
Supplies			
Capital Improvements			
Other			
Total Project Cost (B=C+D)			

WIGHTMAN WIEBER CHARITABLE FOUNDATION
ANNUAL OPERATING BUDGET INFORMATION OF APPLICANT
 excluding public schools and government agencies

Operating Budget for _____ Date of Last Audit _____
 Name of Organization

Information provided for fiscal year beginning ___/___/___/ ending ___/___/___/

Total number of volunteers _____ Number volunteer hours _____

Income

Grants (list)

Total grant money \$ _____

Fundraising \$ _____

Donations \$ _____

In-Kind Support \$ _____

Other income sources

 \$ _____

Total Income \$ _____

Current Checkbook balance

\$ _____

Investments (CDs, Savings, investment funds, etc)

\$ _____

EXPENSES

Total Number of Administrative Employees

Total Administrative Salaries

\$ _____

Total Number of Other Employees

Total Other Employee Salaries

\$ _____

Total Employee Fringe Benefits

\$ _____

Professional and Contract Service fees
 (i.e. legal, website, advisory/consultant, insurance)

\$ _____

Rent/Mortgage/Utilities/Maintenance

\$ _____

Office Expenses (supplies, phone, postage, etc.)

\$ _____

Other (specify)

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES

\$ _____

Name & signature of person completing this form

Print name _____ /signature _____