

THE MYLANDER FOUNDATION
GRANT GUIDELINES

Range of grants

Minimum grant awards are \$1,000. Grants are typically awarded for one year only.

Geographic Limitations

Grant projects must serve Ohio residents, preferably those of Erie County.

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. Governmental agencies not having a 501(c)(3) letter or group exemption letter must explain why they do not have a 501(c)(3) letter.

Generally, grants are not made for individuals; 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.

While the Distribution Committee carefully considers every Application received, historically, special consideration has been given to: (1) the number of people who would benefit if a grant were awarded to a particular organization; (2) whether a grant from The Mylander Foundation would completely fund the intended project or "make a difference" in helping that organization attain its goal; and (3) funds available to the organization from other sources.

Application Information

Applications are available at the office of Flynn, Py and Kruse, LPA or online at www.mylanderfoundation.org.

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 Mylander Foundation Distribution Committee not to engage in discussion regarding outcomes of pending grant proposals.

Grants will be awarded in May and November. It is important to understand that The Mylander Foundation awards grants and makes distributions two times each year. If your organization's need for funds does not coincide with our time frame, we respectfully suggest it might be advisable to consider other sources. Grantees will be notified of funding decisions.

Deadlines

For consideration, applications must be received in the office of Flynn, Py and Kruse LPA by 5:00 p.m. on April 16 for grants awarded in May and by 5:00 p.m. on October 1 for grants awarded in November. Please mail applications to:

The Mylander Foundation
Eric M. Muehlhauser
Flynn, Py & Kruse, LPA
165 E. Washington Row
Sandusky, Ohio 44870

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

THE MYLANDER FOUNDATION **GRANT APPLICATION INSTRUCTIONS**

A completed Grant Application includes a proposal narrative, a budget form, and a set of 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 Benefit

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 Ohio residents, preferably those in Erie County. If you are collaborating with other Erie County agencies, please describe the collaboration and community support for the project.

3. The Mylander Foundation Funding

Explain how The Mylander Foundation funds will be used, and please be specific. For example, if you are purchasing supplies, to say that "\$300 is needed for any 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 The Mylander Foundation grant as matching funds for another grant, please explain the terms of the matching grant. If The Mylander Foundation grant is made, if the project is to be ongoing how will this project continue after grant money is expended? If The Mylander Foundation 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 The Mylander Foundation grant.

Column B

List the total of all project costs.

Column C

List the amounts and items to be purchased with The Mylander Foundation grant funds.

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.

Required Attachments

Required attachments include the following:

- (1) 501(c)(3) IRS determination letter

If you are a church, governmental or other entities covered by a group exemption, provide a copy of the group exemption letter and documentation of your inclusion within the group. Governmental agencies not having a 501(c)(3) letter or group exemption letter must explain why they do not have a 501(c)(3) letter.

- (2) Current IRS Form 990 or if you do not file a Form 990 your most recent financial statement and annual budget.
- (3) Mission statement
- (4) List of board members