

**Miami County Foundation**  
**Miami County Agricultural Leadership Fund Grant**  
**Instructions**

**PURPOSE:**

The Miami County Agricultural Leadership Fund is dedicated to connecting people to agriculture through by creating leadership opportunities, educational programs, community projects and special events in Miami County.

**ELIGIBILITY REQUIREMENTS FOR ORGANIZATIONS:**

- Must provide services directly to the citizens of Miami County with an Agricultural Emphasis.
- Must be certified federally tax-exempt by the Internal Revenue Service as a 501(c) or equivalent organization, preferably 501(c)(3).
- We prefer to see other sources of funding listed on your application rather than requesting 100% from the Miami County Agricultural Leadership Fund.

**GUIDELINES:**

- Applications must be **postmarked no later than the last day of February or August.** No applications will be accepted via fax or email. Typed application is preferred.
- If a grant application is from a school, the Superintendent's signature is required on the application.
- Selection of grants will be completed within two months of the grant deadline.
- Organizations that received grant money the previous year will be considered after those organizations that did not.
- Upon approval for funding, appropriate notification will be issued along with date for check presentation.
- Applicants not approved for funding will be so notified and may reapply for the same project at any time.
- If approved grant is one of several funding sources necessary to complete a project, payment may be delayed until assurance has been received that necessary funding has been secured.
- Grants are subject to review and approval by the Miami County Agricultural Leadership Committee.
- Organizations are limited to one grant per 12-month period.
- Organizations receiving grants must submit a final report to the Miami County Agricultural Leadership Fund indicating disposition of the grant funds. Grants awarded in the spring must submit a final report by February and fall grant recipients must submit a final report by August of the following year. Failure to submit invalidates future funding.

**APPLICATION PROCEDURE:** (applications submitted without the required copies and supporting documents will **not** be considered)

**Must submit the following:**

- grant application form (prefer application be typed)
- basic budget statement for the proposed project or purchase

**Submit 1 copy** of the organization's letter of determination from the Internal Revenue Service certifying 501(c)(3) status or equivalent.

**MAIL APPLICATION FORM AND ATTACHMENTS VIA POST OFFICE TO:**

Miami County Farm Bureau  
c/o Miami County Ag Fund  
1554 McKaig Ave, Bldg B  
Troy, OH 45373

**Miami County Agricultural Leadership Fund**

**1554 McKaig Ave Bldg. B Troy, OH 45373**

**Grant Application Form**

**Submission deadline: last day of February and August**

**See instructions page and checklist before completing the application**

Name of organization \_\_\_\_\_

Street address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact person \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Internal Revenue Service status 501(c)(3) or equivalent? Yes \_\_\_ No \_\_\_ Federal ID# \_\_\_\_\_

Organization's objective and history (briefly stated including major activities and length of time in business)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This space** must be used to **briefly** state purpose for grant and how it will impact Miami County Agriculture. (you may attach a separate page **if** further explanation is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area(s) of Miami County served by project \_\_\_\_\_

Number of Miami County residents affected by project \_\_\_\_\_

Amount requested \$ \_\_\_\_\_ (rounded to nearest dollar) Total project budget \$ \_\_\_\_\_

Other sources contacted for support of this project and amounts \_\_\_\_\_

Organization's history with the Miami County Foundation:

First Grant Request? \_\_Yes \_\_No Date of Last Request \_\_\_\_\_ Date Last Grant Awarded \_\_\_\_\_

**THE FOLLOWING SIGNATURES ARE REQUIRED:**

**I certify the information is accurate to the best of my knowledge and 5 sets of this application along with the documents listed below have been included.**

CEO/Director/Teacher \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

President/Chair/Principal \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

School superintendent **signature** (*school application only*) \_\_\_\_\_ Date \_\_\_\_\_

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- grant application form (prefer application be typed)
- basic budget statement for the proposed project or purchase
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## CHECKLIST

Make certain to complete the grant application in its entirety and submit prior to the deadline. Applications that are incomplete or missing required supporting documents will **not** be accepted. Before submitting the application use the following checklist:

\_\_\_\_ All required signatures are on the application

\_\_\_\_ A dollar amount requested for the grant and total project cost is noted on the application

\_\_\_\_ The following documents:

    Completed grant application form (prefer application be typed)

    Basic budget statement for the proposed project or purchase

\_\_\_\_ A copy of the organization's letter of determination from the Internal Revenue Service certifying 501(c)(3) status or equivalent. This is an actual letter from the IRS, not from the State of Ohio or a certificate. If you cannot locate your letter from the IRS, contact them at 1-877-829-5500. Provide them with your organization's tax identification number and a copy of your letter can be mailed or faxed to you. Do not wait until the last minute to obtain a copy of this letter. Your application will not be accepted if the letter is not included with the application prior to the deadline.

\_\_\_\_ **If the application is from a public school the financial statement and IRS letter are not necessary**

\_\_\_\_ **If mailing, use the United States Postal Service. The office is not staffed fulltime to accept deliveries from other carriers.**