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GRANT PROCEDURES

All non-profit organizations within Ashtabula County that have been granted 501(c)(3) tax status from the Internal Revenue Service are eligible to apply for a grant from the Ashtabula Foundation.

Grant applicants will be divided into six categories. Applications from each category will be reviewed once per year according to the schedule below. However, the Ashtabula Foundation reserves the right to accept a deserving grant outside of the prescribed schedule or category providing prior approval has been obtained by the grantee.

Applications should be mailed to the Foundation office and must be **postmarked on or before the application deadline**. Applications may also be hand delivered to the Foundation office and must be received by **2:00 p.m. on the application deadline**. Office hours are Monday through Thursday from 8:00 a.m. to 2:00 p.m. No e-mail or fax applications will be accepted.

The **original and twelve (12) copies** of the complete application packet should be submitted. Grants will be considered according to the schedule below. Notification of approval, disapproval, or the need for further information will be mailed to the applicant within two weeks after the review.

While grants may be approved for start-up of new endeavors, ongoing operating funds will not be considered. Decisions of the Foundation are final and not appealable.

Grant Schedule

Category	Application Deadline	Date of Review
Recreation/Conservation	First Tuesday in December	Second Tuesday in February
Education	First Tuesday in February	Second Tuesday in April
Human Services	First Tuesday in April	Second Tuesday in June
Arts/Culture/Historical	First Tuesday in June	Second Tuesday in August
Religion	First Tuesday in August	Second Tuesday in October
Community Development/Other	First Tuesday in October	Second Tuesday in December

Any questions concerning the correct category for an organization, or any other questions, should be directed to the Foundation office.

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GRANT GUIDELINES

The following summary is intended to provide basic guidelines as to the general types of grants which would be included in, but not limited to, the six categories:

RECREATION/CONSERVATION

Application deadline: December -- First Tuesday **Review Date: February**

Capital: Playgrounds, soccer fields, baseball fields, etc. (includes school facilities)

Programs: Soap Box Derby, festivals

Purchase & maintenance of land for preservation and the enjoyment of the natural environment in Ashtabula County

EDUCATION

Application Deadline: February -- First Tuesday **Review Date: April**

Capital: Uniforms, building additions, repairs, maintenance, and miscellaneous items

Programs: School-sponsored educational programs, field trips

HUMAN SERVICES

Application Deadline: April -- First Tuesday **Review Date: June**

Capital: Building improvements, repairs, additions

Programs: Programs devoted to enhancing conditions for citizens of Ashtabula County

ARTS/CULTURAL/HISTORICAL

Application Deadline: June -- First Tuesday **Review Date: August**

Capital: Building improvements, repairs, additions, preservation of historical sites

Programs: Including historical societies, arts and cultural programs

RELIGIOUS

Application Deadline: August -- First Tuesday **Review Date: October**

Capital: Handicap ramps, parking lots, building remodeling, repair, additions, organ/piano purchase & repair

Programs: Youth outreach programs, summer camps, vacation bible school

COMMUNITY DEVELOPMENT/OTHER

Application Deadline: October -- First Tuesday **Review Date: December**

Capital: Building repairs, preservation, remodeling

Programs: Programs committed to social change, to enhance the vitality of the community, and to encourage participation of under-represented groups in civic affairs.