

2022 Olney Civic Fund Grant Application

1. The Olney Civic Fund (OCF) is a qualified 501(c)(3) tax-exempt organization established in June 2013 with a mission to: Raise public awareness of Olney charitable, educational, civic, and cultural activities
2. Raise funds to support Olney charitable projects and civic events through the involvement of volunteers and business sponsors.

Eligibility

Organizations that serve and benefit the [Olney Master Plan area](#). OCF endorses a “give where you live” philosophy and encourages keeping Olney charitable resources local to Olney. Therefore a key giving criterion is that the beneficiary organization be focused primarily, if not exclusively, on serving Olney.

Preference will be given to 501(c)3s and startup organizations. To ensure OCF’s grants are used strictly for qualifying charitable purposes, OCF will strongly favor funding existing 501(c)(3) organizations. In certain cases, a 501(c)(4) organization may have a qualifying project that OCF can fund or a startup organization that has not yet attained 501(c)(3) status may petition for OCF’s support. In those cases, OCF will control the use of its grant money by directly absorbing a charitable expense in support of the non-501(c)(3) organization as opposed to granting the funds directly to the petitioner and then relying on follow-up audits and monitoring to verify the funds were used appropriately.

Timeline

- Grant applications are due by **Friday, December 30, 2022 at 5:00 p.m.** Late or incomplete applications will not be considered.
 - Mailed applications should be sent to: P.O. Box 661, Olney, MD 20830
 - Hand delivery/courier/UPS: 3220 St. Florence Terrace, Olney, MD 20832
 - Grants may also be e-mailed to: jodi.finkelstein@gmail.com
 - ELECTRONIC application are highly encouraged.
- Awards will be announced on or about March 1, 2023

Decision Making Process

The Gifting Committee of the OCF will review all of the applications and make recommendations to the OCF board. Decisions made by the OCF board are final.

Grant Awards

OCF has \$20,000 to grant. The maximum for each award amount will be \$5,000. Amounts will depend on the number of grant requests and need.

Application

Please provide the following information:

A. Narrative:

1. Cover page: Contact information, including name, address, phone number, website, email and social media sites. Please include a summary of your project in 30 words or less
2. Mission statement and when the organization was formed
3. Statement of the problem being addressed
4. How the organization plans on addressing the problem
5. How the funds will be used
6. Timeline
7. Collaboration: Who do you work with?
8. Short bios of staff working on the project
9. Brag a little: Why are you such a great non-profit?

B. Financials:

1. 2020 and 2021 budget
2. A copy of the most recent independent review/audit
3. A list of board members
4. Non-Profit IRS determination letter/Tax ID number
5. A copy of your most recent 990
6. Please list your top five largest contributors

C. Optional:

VOLUNTEERS. Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include the number of volunteers and hours (if tracked by the organization).

PLANNING. Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.

Applications should be easy to read and well written. We want to learn as much as we can about your organization without being distracted by misspelled words. This is your chance to shine! If you have never written a grant before, ask us for help. We are here to assist non-profits succeed.

QUESTIONS? Please contact Jodi Finkelstein at jodi.finkelstein@gmail.com.