

Grant Guidelines

The Westerville Fund of The Columbus Foundation is a charitable trust that supports community Non-Profits that address the needs within the boundaries of the City of Westerville, Ohio, and the Westerville City School District.

Eligible for grants are tax-exempt organizations located in the boundaries whose services directly benefit a broad segment of the Westerville community by improving the economic growth of the community and enhancing the overall quality of life. Areas of service for which grants are made include the arts and humanities, civic affairs, conservation and environment, education, health and social services. Grants are limited to capital projects, or to those programs which, because of the early stage of their development, require additional funding to achieve an effective contribution to the community's welfare and betterment.

Grants are made on the basis of applications submitted to the Board of Governors of The Westerville Fund. The Fund makes no grants to individuals, memorials, or grant requests for religious purposes, endowments, conferences, scholarly research, to meet budget deficits, general operations and annual programs, or to sustain projects that are normally the responsibility of a governmental or public agency.

Applications for grants from the Westerville Fund should include the following information:

1. Name, address and contact information, including website if available, of the organization submitting the grant request and the name and contact information of the individual submitting the grant request on behalf of the organization;
2. A concise history of the organization with a brief overview of current programs and activities (limit to one page);
3. Explanation of the identified community need and how the proposed grant project benefits (limit to 500 words);
4. A detailed description of the project, especially emphasizing the objectives to be achieved, the methods to be used, and a timetable for implementation, and names and qualifications of persons who will carry out the program (limit to 500 words);
5. The plan for sustainability of the program/project in the community, including maintenance and upkeep, and how future funding will be acquired, if necessary (limit to 500 words);
6. Estimates of the overall impact on the community and/or the number of individuals served (limit to 500 words);
7. A detailed project budget, including all planned income sources and expenditures and identifying funds being committed to match the grant funding;
8. A statement from the organization's Board authorizing the request and declaring its intentions to implement the project if funded;

9. The most recent financial statement and current operating budget of the organization;
10. A copy of the organization's tax exempt 501 (c) (3) documentation from the Internal Revenue Service, or a statement indicating the status of the organization's application for such classification;

Grant proposals that meet the Fund's grant criteria shall be submitted to the Secretary of the Board of Governors. Proposals may be submitted by mail to the following address:

The Westerville Fund
C/O The Columbus Foundation
Attn: Angela Parsons
1234 E. Broad St.
Columbus, Ohio 43205

Grant proposals may also be submitted electronically by email to westervillefund@columbusfoundation.org .

The Board of Governors typically meets in the months of April, July, October and December. Applications must be submitted no later than the 1st day of the month of the regular meeting to be included for consideration. The Board of Governors reserves the right to request additional information prior to voting on an application and/or to table the vote on an application to a future meeting of the Board of Governors.

For its assets the Fund depends upon the generosity of persons, companies, and organizations interested in improving the quality of life in the community. Gifts are received in a variety of sizes and forms. The Fund's assets are managed by The Columbus Foundation and reviewed by the Board of Governors. The Westerville Fund spending policy and fund income are reviewed on an annual basis to determine the annual funds available for grants.