



The Thomas R. Little Memorial Fund
774 Cross Street
Newcomerstown, Ohio 43832
1 740 498 5288

President Jill Little	Vice President Erin Peoples
Treasurer Jim Russell	Member Terry Overholser
Secretary Rebecca Olding	

Grants from TRLMF

Mission Statement

The mission of the Thomas R Little Memorial Fund is to produce a positive and sustainable change in our community. After we receive the money from our donors, we invest it and use part of the earnings to make grants to organizations that are working hard to improve the quality of life in Newcomerstown for this generation and generations to come.

To that end, grants are awarded to fund projects for which there is a demonstrable community benefit in one of the following areas of interest:

Social Services-- to include the support of human service organizations, programs for children and youth and services to the aged;

Education -- to include support for programs in pre-school, elementary and secondary education, post-secondary education, scholarships and for special education programs;

Cultural / Arts -- to include the support of programs and facilities which are designed to establish a diversified cultural program that offers widespread participation and appreciation;

Civic Affairs -- to include support of programs related to community development, employment, citizen involvement, leadership training, and other general community activities;

Community Improvement -- to include the support of projects that advocate, stimulate and support community vitality, beautification/environmental preservation and adornment.

About TRLMF

The TRLMF is a not-for-profit charitable corporation. It gives donors of varied interests a vehicle for charitable giving to the community and provides responsible stewardship for donated gifts. It encourages philanthropy by attracting and distributing permanent and non-permanent gifts that together can have substantial and constructive community impact.

Since our beginning in 2003, the generosity of our donors has allowed us to make grants and award scholarships totaling more than \$40,000 to help make our community a better place.

This is exciting for us but we are keenly aware that there is a lot more work that could be done and we look forward to hearing your ideas and helping achieve more. Thank you for your interest.

It is not the desire of the TRLMF to accumulate large amounts of funds. Currently our plan is to maintain a minimum investment portfolio of \$100,000. 100% of all contributions and earnings after that will be made available for grants within the third year after they are received. Any unused funds in any given year will be added to the funds available in the following year.

It is the general policy of TRLMF to operate without discrimination as to age, race, religion, sex or national origin in the overall administration of the Fund and in the consideration of grant requests from groups and organizations.

The grant process - what we will do

All requests for grants are reviewed by the Fund's Grants Committee, which reports to the Fund's Board of Directors. The Grants Committee discusses requests for funding semi annually or by special request. Reviews and recommendations are then presented to the full Board of Directors at its regularly scheduled meetings at which all final grant decisions are made.

Application deadlines will be January 15th and July 15

Grants Committee will meet between January 16 - February 8, and July 16 - Aug. 8

Board of Directors will take action on grants by February 15 and August 15.

All grant applicants will be notified with respect to the grant decisions of the TRLMF Board of Directors. This communication will state whether or not a grant was made and will provide specific details for those grants which have been approved. TRLMF will periodically review each grant award and will require a final evaluation report from each grantee.

What we are looking for

Our grants program will strive to anticipate the changing needs of the community and be flexible in responding to them. We are looking for projects that are change-oriented and problem-solving in nature with emphasis on "seed" money or pilot project support rather than for ongoing general operating support. And also projects with widespread community results and that coordinate with other funders and donors where possible.

Our guidelines

1. Grants will be made only to organizations whose programs benefit the residents of Newcomerstown and preference will be given to those projects that have high visibility in the community;
2. Grants will be made only to organizations which provide for a responsible fiscal agent and adequate accounting procedures, and preference will be given to those projects that generate revenue and/or that have plans that sustain the project;
3. Grantees are required to submit final evaluation reports to TRLMF. Grant applications from a previous grantee will not be considered if final reports have not been received for previous grants;
4. Grants may be made to previous grantees. In a competitive situation with grants of equal value, preference may be given to organizations that have not received a recent grant;
5. In a competitive situation, quality of the application will be used in the selection between grants that are otherwise equal

GRANT APPLICATION COVER

Name of Organization

Employer Identification Number(if applicable)

Contact Person

Title

Address

Telephone

E-mail address

President of Governing Board

PROJECT TITLE

AMOUNT REQUESTED

PROJECT BEGINNING DATE

PROJECT END DATE

PLEASE PROVIDE A SUMMARY OF YOUR REQUEST:

PLEASE SUBMIT ONE ORIGINAL AND 10 COPIES (stapled, no clips) OF THE COMPLETE PACKET.

Grant Application

1. ORGANIZATION: What is the name of your organization and who are the officers and members that will help complete this project? Please include any special qualifications of the key personnel involved in this project? Has your organization completed other projects in the past? What evidence can you give of the ability and the determination of your organization to implement this project?

2. PROJECT: What is your project and what specifically is it intended to accomplish? How long do you expect it to take to complete the project? Is it an ongoing project?

3. NEED: What is the need for this project? Describe who will be served and how many will be served. What is the geographic area served?

4. IMPACT: Describe what impact you feel this project will have on the clients, the community, and your organization.

5. EVALUATION: TRLMF requires a final evaluation. What means will you use to gather and report information? How will the grant be evaluated with regard to the funds going to the agreed-upon purpose? How will you judge the effectiveness of the project?

Please put any other information you would like to provide in the space below.

PROJECT BUDGET

Please describe, in as much detail as possible, the budget for your project.

Revenue - (indicate source as: potential {p}; actual {a}; and, if in-kind {i})

Source

Amount

Expenses

Item

Cost

SAMPLE

PROJECT BUDGET

Please describe, in as much detail as possible, the budget for your project.

Revenue - (indicate source as: potential {p}; actual {a}; and, whether in-kind { i }
(whether in-kind are goods or services provided where no money is involved)

<u>Source</u>	<u>Amount</u>
TRLMF Grant (p)	\$1000
Project Donations (p)	\$ 500
REMC Foundation Grant (a)	\$ 500
Facility Rental (i)	\$ 250
Total	\$2250

Expenses

<u>Item</u>	<u>Cost</u>
Equipment (a)	\$1000
Supplies (p)	\$ 500
Marketing (p)	\$ 500
Facility Rental (i)	\$ 250
Total	\$2250