

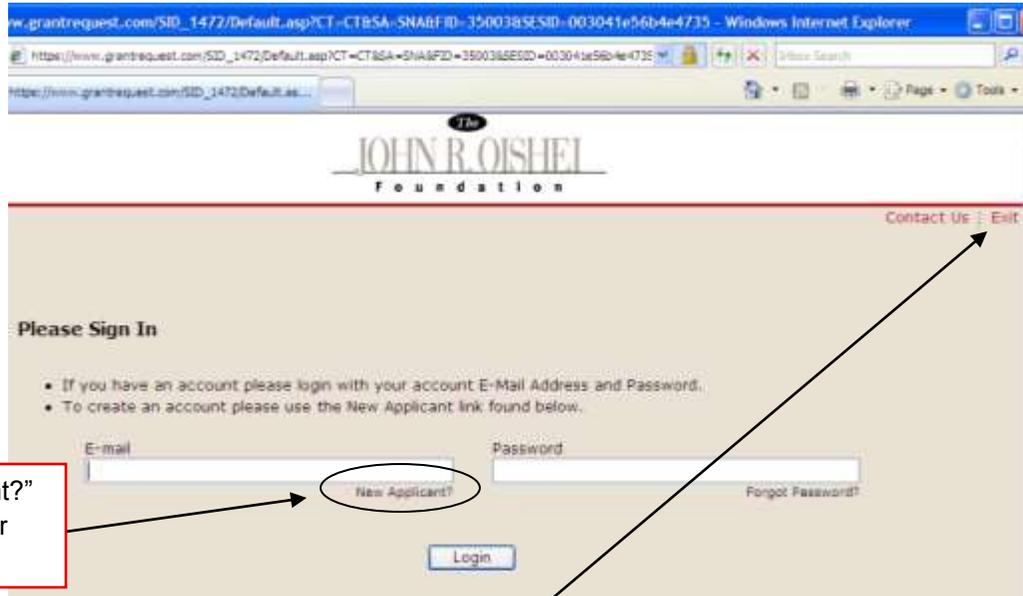
QUICK REFERENCE GUIDE

Applying for Funding from The John R. Oishei Foundation

Step 1 – Creating Your Account

Start by creating an account at: https://www.grantrequest.com/SID_1472?SA=SNA&FID=35003
 You will need to supply the following information in order to create your account:

- Organization (Legal Name)
- Doing Business As
- Street Address, City, State, ZIP
- Website address (if applicable)
- Phone number(s)
- Tax ID
- Main contact name, title, email, phone number(s)
- Organization type and mission

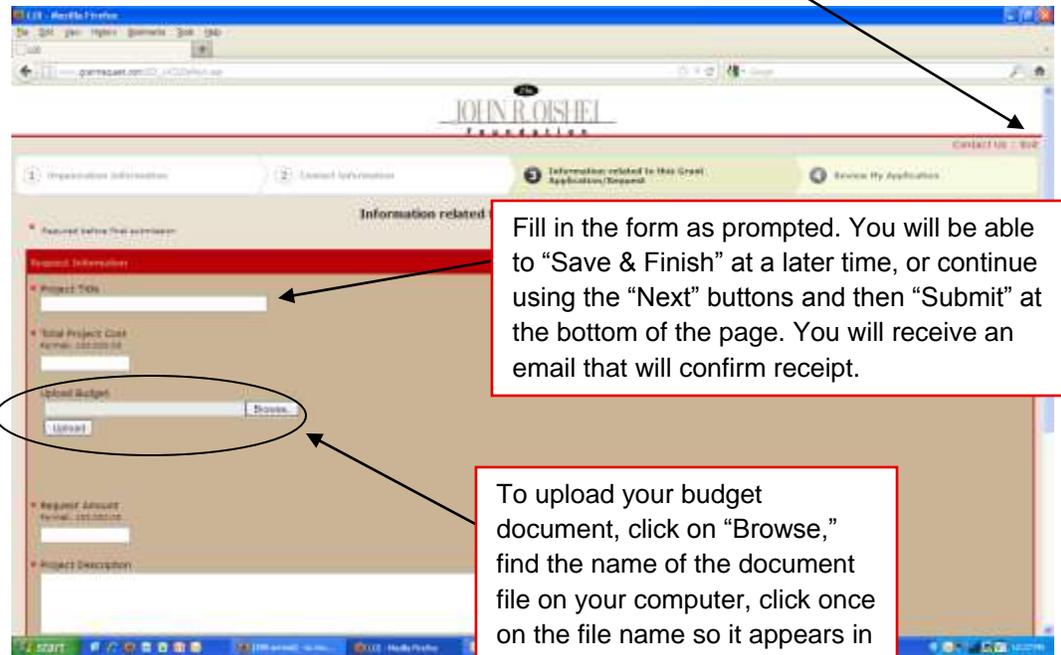


IMPORTANT: When finished, be sure to log out by clicking “Exit” each time you are in the system.

Step 2 – Submitting an LOI

Once your account is set up, you may enter a letter of inquiry and will be asked to supply the following additional information:

- 501(c)3 designation letter
- Project Title
- Total Project Cost
- Budget
- Requested Amount
- Project Description
- Project Start and End Dates
- Geographical Area Served
- Demographics of population served including age group, ethnicity and gender
- Request classification (e.g. program support, challenge grant, general operation support, etc.)
- Organization’s Board Listing



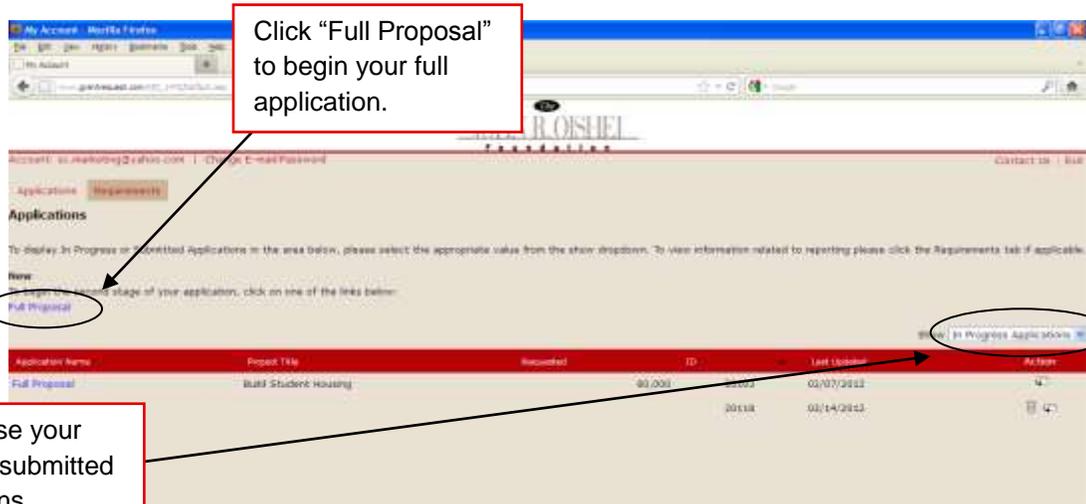
Fill in the form as prompted. You will be able to “Save & Finish” at a later time, or continue using the “Next” buttons and then “Submit” at the bottom of the page. You will receive an email that will confirm receipt.

To upload your budget document, click on “Browse,” find the name of the document file on your computer, click once on the file name so it appears in the white box, then click “Upload.”

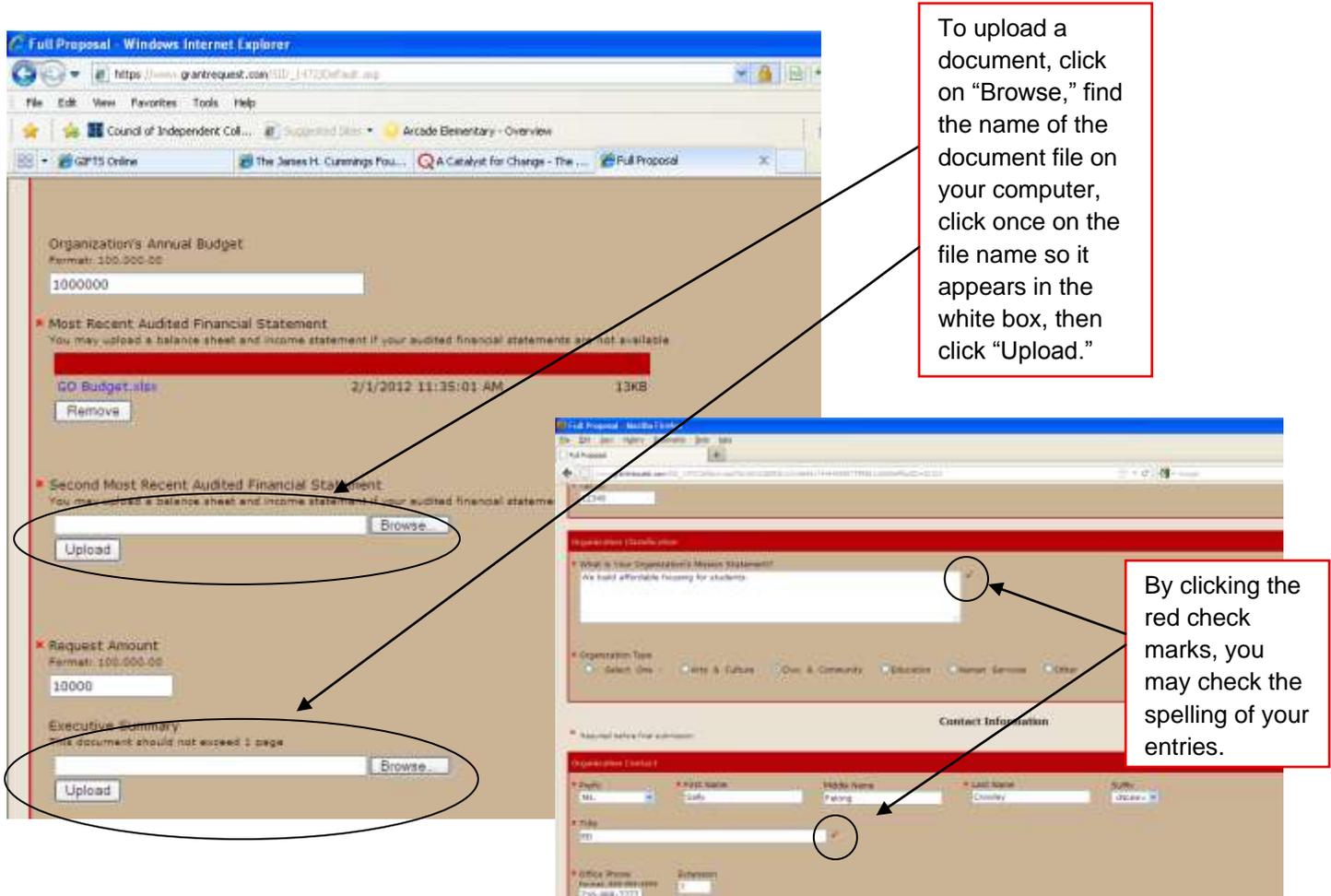
Step 3 – Submitting a Full Application

You will receive an email that will notify you of the status of your request. If you are invited to submit a full application, you will be asked to supply the following additional information.

- Organization’s last two audited financial statements
- Organization’s Annual Budget
- Revised Budget (if applicable)
- Executive Summary
- Project Description



You will also have the ability to upload supplementary documents such as an expanded project description, supporting data/research, media coverage, brochures, power points, etc.



IMPORTANT: When finished, be sure to log out by clicking “Exit” each time you are in the system.

Step 4 – Funding Determination and Grant Agreement Completion

You will receive a declination or grant award/approval letter via U.S. Mail. If your request for funding has been approved, you will also receive a grant agreement. Before any funds can be released, you will need to:

- Sign and date the Grant Agreement.
- Scan it and create a PDF.
- [Log into your online grant account.](#)
- Click on “Requirements” in the upper left hand corner.
- Click on “Contingency Report” for the current application.
- Upload the PDF of the signed agreement and submit.
- Once the signed agreement has been received, you will be contacted regarding the grant payment(s).

Step 5 – Interim and Final Reporting

The John R. Oishei Foundation is interested in the results of the grants we award. For that reason, we require every recipient organization to submit interim and/or final reports. To begin your report(s), [sign into your account](#) and click on “Requirements” and then “Interim and Final Grant Reporting Form.” Input information as prompted and submit.

Click on “Requirements” and then “Interim and Final Grant Reporting Form” to fill out and submit your report.

IMPORTANT: When finished, be sure to log out by clicking “Exit” each time you are in the system.

(Scroll down to view grants glossary.)

GLOSSARY: DIFFERENT TYPES OF GRANTS

Basic Human Services

Grants to support organizations that supply basic human needs such as food, shelter, clothing and/or healthcare.

Capital Support

A capital grant provides support for the purchase of property, the construction of a facility, remodeling, expansion of a facility or purchase of major equipment.

Challenge Grant

A challenge or matching grant helps a nonprofit organization leverage additional dollars through a fundraising campaign.

Core Operations

This category comprises requests that result in strengthening the internal operations of organizations that will improve their ability to fulfill their mission.

Endowment

Some nonprofit organizations have an endowment fund, which is a permanent annual source of income for the operating or project expenses of the organization. Typically, the fund principle cannot be spent, but income from the fund may be.

General Operating Support

An operating grant provides support for the day-to-day costs of running the nonprofit organization.

Loan

As opposed to grant funding, loans are made for temporary use from the lender. The borrower is obligated to *pay back* or *repay* an equal amount of money to the lender at a later time.

Loan Guaranty

A loan guaranty is a promise by one party (the guarantor) to assume the debt obligation of a borrower if that borrower defaults.

Other

These grants do not fall into any of the other specifically mentioned categories. These might include seed grants, emergency funding requests, etc.

Program-Related Investments (PRIs)

In addition to grants, the IRS allows foundations to make loans — called program-related investments (PRIs) — to nonprofits and at times, start-up businesses. They are usually made at low or no interest. Unlike grants, PRIs must be paid back to the grant maker. PRIs are often made to nonprofits involved in building projects.

Program Support

A program grant is given to support a specific, connected set of activities that may be ongoing in nature but have explicit objectives and a predetermined cost.

Project Support

In general, a project grant is given to support a specific, connected set of activities, with a beginning and an end, explicit objectives and a predetermined cost. Funds awarded for a specific project are generally restricted and must be used for that project.