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### ***What is the Education, Civic and Cultural Foundation?***

Many years ago, the Warren Area Chamber of Commerce chose to set aside funds for specific types of community projects. Thus, the Education, Civic and Cultural Foundation was created on April 9, 1991. Though the Chamber is a private, non-profit business organization and **not** a part of any governmental agency, its foundation is subject to very specific regulations concerning its operation.

### ***Where did the money come from?***

At one time, the Chamber owned and managed the Avalon Lakes Golf Course in Howland Township. In the mid-1980s, a decision was made to sell the golf course. The majority of the sale profits were placed into two Chamber foundations – the Economic Development Foundation and the Education, Civic and Cultural Foundation.

### ***How much money is in the Foundation?***

The Chamber set aside more than \$800,000 for the Education, Civic and Cultural Foundation. However, only the interest from the endowment is used to provide money for the grants. By using only the interest, the longevity is assured for the Foundation, which means future generations in Trumbull County will continue to benefit from these dollars.

### ***What types of projects are funded?***

The Foundation historically funds programs and projects yet to occur that promote the cultural advancement, the development of civic pride and spirit, and the maintenance and enhancement of educational opportunities throughout the city of Warren and Trumbull County.

### ***Who is eligible?***

Any Trumbull County non-profit group or organization may submit a grant request for a particular project. All grant requests must benefit Trumbull County residents.

### ***When should I prepare my grant request?***

Grant requests may be submitted at any time. The Board of Trustees meets quarterly to review applications.

## Instructions

The requested information for this grant application is designed to help the Education, Civic and Cultural Foundation trustees better understand your organization, its goals and the proposed project. Please provide as much information as possible in a cover letter on your organization's letterhead, complete the application on page 3, attach any supporting materials and send all files to Michael@regionalchamber.com.

1. In your cover letter and supporting materials, provide the following:
  - Explain the specific purpose of this project.
  - What are the benefits of this project? Who will receive them and how many people will be affected?
  - If this project is an event, has it or a similar event been held in the past? If so, please provide a breakdown of demographics (e.g., ages, sites, grades, schools, residences, etc.) of those who participated/attended. Also, please provide a profit/loss statement from the previous event.
  - How do you plan to recognize the Educational, Civic and Cultural Foundation for the grant (news release, check presentation, etc.)? Please note that we request all literature, including advertising, mention funds received from the Warren Area Chamber of Commerce Education, Civic and Cultural Foundation.
  - Provide the following if your organization is NOT a public educational institution:
    - A copy of your mission statement
    - Date your organization was established or incorporated
    - A list of your directors/trustees
  - If your organization is a public educational institution, note that all requests must come from the superintendent's office of your district.
  - Provide a budget for this project. Include the percent of the organization's budget that goes directly to project costs and the percent used for administration, fundraising, etc. Supporting materials, if available, should be attached.
2. Complete the application on page 3.

**NOTE:** *The grant request must be approved by the most senior person within the company or organization (such as the President, CEO, Executive Director, General Manager, etc.).*



**Grant Request Form**

Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Duration: \_\_\_\_\_ Date Funds are Needed: \_\_\_\_\_

Total Dollars Requested: \_\_\_\_\_ Minimum Dollars Needed: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

If this is a multi-county project, how many people in Trumbull County will benefit from the project in comparison to the number of people from other counties?

\_\_\_\_\_

If your organization received funds from the Warren ECC Foundation previously, provide the information below.

Year	Project	Dollar Amount

Does your organization have any other sources of funding for this project? If so, what/who are they? Provide the dollar amount of the funding sources if it is not included in your budget.

Funding Source	Amount of Funding

Signature \_\_\_\_\_ Date: \_\_\_\_\_