



# The Youngstown Foundation

## 2012 HINE MEMORIAL FUND - GRANT REQUEST GUIDELINES

1. Grants from the Hine Memorial Fund are made at the recommendation of the Hine Sub-Committee, with the approval of the Distribution Committee of The Youngstown Foundation. The Committee meets in February, May, August and November. Requests must be received by 4:00 p.m. on:
  - Friday, January 20, 2012
  - Friday, April 13, 2012
  - Friday, July 13, 2012
  - Friday, October 5, 2012
2. The Hine Memorial Fund allocates program and capital support to nonprofit 501(c)(3) agencies that assist children with medically diagnosed disabilities, ages twenty-one and below, who are residents of Youngstown and vicinity. New requests from school and tutorial programs will be deferred until the end of the year. Priority will be given to requests that incorporate principals of Universal Design, provide direct therapeutic services, information and referral, recreation, respite or other support opportunities for parents and such children.
3. The Hine Fund Committee will review only one (1) proposal per year per agency. (Exceptions may be made for emergency and unusual circumstances approved by the Executive Director of The Youngstown Foundation.) Grant recipients should not have an expectation of annual funding.
4. Requests to the Hine Memorial Fund should include:
  - ✓ Agency history and mission, including outline of major services and programs provided.
  - ✓ Numbers of staff and volunteers involved with your agency.
  - ✓ Copy of your agency's most recent strategic plan.
  - ✓ Determination of need for program, addressing duplication, if applicable.
  - ✓ Agencies collaborating with you on this program and the nature of their contribution.
  - ✓ Project or program summary, including timeline, outcomes and actions for implementation.
  - ✓ Number of children by age group, disability and zip code who will benefit.
  - ✓ If therapy or other sessions are provided, please quantify them; a "unit" equals an hour.
  - ✓ Amount of request; total cost/budget and copies of bids/estimates.
  - ✓ List of other funding sources including those confirmed or pending.
  - ✓ A roster of Board of Directors/Trustees.
  - ✓ A roster of key staff/titles.
  - ✓ Resubmitting agencies must include a final report for their most recent grant.
  - ✓ Three (3) complete sets of the request.
5. Submit one (1) copy of the applying organization's:
  - ✓ Current operating budget.
  - ✓ Most recent audited financial statement.
  - ✓ Letter from Internal Revenue Service confirming 501(c)(3) status.

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