



## Grant Proposal Guidelines

Mail to: Medina Senior Service Network, PO Box 1788, Medina OH 44258  
Email to: [info@medinaseniorservices.org](mailto:info@medinaseniorservices.org)  
[www.medinaseniorservices.org](http://www.medinaseniorservices.org)

The Medina County Senior Services Network (MCSSN) was established in 1994 by a small group of dedicated individuals who set out to develop, coordinate and act as advocates for a community of care network in Medina County. MCSSN has evolved into a group with over 100 members and organizations with one common mission: *To develop and coordinate a network of care and resources for older adults in Medina County.*

Each year, MCSSN awards several thousand dollars in grants to non-profit agencies serving seniors in Medina County.

In order to be eligible to apply for an MCSSN Grant, you must meet the following criteria:

- Physically located in Medina County or provide services within the County
- Provide a service to the senior population in Medina County
- Must be a 501c3 or Governmental Agency
- MCSSN member in good-standing (i.e. dues paid for current year; active participant in meetings/committees, etc.)
- Attend (in-person/virtually) December MCSSN to receive grant, if awarded one
- Attend (in-person/virtually) MCSSN the following year after grant received to report on grant status

### TELL US ABOUT YOUR PROJECT

- Describe the problem you wish to address
- What capabilities does your organization bring to creating a solution
- What specific demographic will benefit
- What is the duration of the project

### TELL US ABOUT YOUR AGENCY/ORGANIZATION

- Give us some history about when and why the agency/organization was formed
- What is the agency/organization mission statement
- Provide an organizational chart and list of trustees and officers

### TELL US ABOUT ANY OTHER PARTNERS INVOLVED

- Provide a list of supporting groups or individuals who will be a part of the project
- Describe their participation in terms of capabilities, material support, or other activities

### PROPOSED BUDGET

- Provide a detailed list of expenses
- What portion of the budget will your organization contribute
- What portion will come from other sources

### ADDITIONAL DOCUMENTATION

- A one-page summary of your agency/organization expense and revenue budget
- Tax-exempt letter from the IRS to verify your agency/organization 501(c)(3) status
- Current annual report or current audited financial statement (or 990)

### DATES & PROCEDURES

10/31/2020	Formal Application must be received by or before this date
11/4/2020	Executive Committee Review
Release of Funds	Grant funds are distributed at the December meeting
Follow Up	Grant recipients give a 5-10 minute presentation at a regular meeting (tbd in 2020) on how grant money was used and the project's impact.