**Guernsey County Community Development Corporation Quality of Life Gifting Program Guidelines**

**Purpose:**

The Guernsey County Community Development Corporation has set aside funds to further enhance other non-profit community minded organizations in Cambridge and Guernsey County. These funds are to assist qualified applicant organizations in completing their mission of public assistance and sustainability.

**Program goals:**

* Increase the quality of life in Guernsey County
* Promote a positive image and increased visibility to other organizations and their mission
* Increase expenditures by said organizations to promote a healthy economy
* Provide programs, activities and basic needs beneficial to all residents

**Funding:**

The Guernsey County Community Development Corporation is pleased to announce funding for the Quality of Life Gifting Program. Sponsorship and donations are available for a minimum of $100 and up to $1,000 and will be contingent upon the funds available to the CDC for the current year. Each year a set amount of funding will be set aside for this program. Once the program has reached its yearly means the funding will end for the year.

**Application Guidelines:**

Those eligible to apply include any not-for-profit group or organization doing business in the Cambridge/Guernsey County area.

1. All recipients will credit the Guernsey County CDC for their support by using the CDC logo, website address, and the following copy in all printed materials and media. “With support by the Guernsey County Community Development Corporation.”

2. Funding may be requested for:

* food pantry’s
* housing or transportation
* marketing, promotion and advertising expenses
* entertainment fees

3. If an applicant is requesting funding for more than one need, project or program, separate requests must be completed. Applicants should prioritize requests. Multiple requests may not be awarded at the decision of the CDC.

4.Funding requests for the same need will not be granted more than twice a year.

5. Applicants must have a fiscal agent – an incorporated, not-for-profit, that provides administrative and financial services. The fiscal agent accepts responsibility for administering the paperwork and project funds throughout the process.

**Funding Request Procedures:** 1. A completed application form must be submitted to the Guernsey County CDC office. 2. A nonprofit letter of determination must be included with the giving application. 3. Request will be reviewed by the CDC Executive and Financial Directors for funding decisions. 4. If funds are awarded, a letter of the decision and a check for the approved amount of funds will be mailed to the applying organization.

