

# The Volunteer Center of Erie County - Grant Writing Assistance Program

---

## ELIGIBILITY REQUIREMENTS

The **Grant Writing Assistance Program** is available for non-profit organizations located in Erie County.

Organizations offering services in Erie County but having offices located outside of Erie County are ineligible, unless the proposed grant seeking efforts are targeted to benefit Erie County.

Applicant agencies must be designated IRS 501(c)(3) tax exempt organizations, or classified as a governmental unit or qualified church or other entity covered by a group exemption.

## SERVICES

- ★ Grant Writing
- ★ Editing or proofreading a draft
- ★ Grant reporting (for funded grants)
- ★ Consultation

Reference materials are available for use at The Volunteer Center and may be used at no cost whenever the office is open.

## FEE FOR SERVICES

Participating agencies are responsible for a \$10 per hour fee for grant writing services.

All fees are to be paid to The Volunteer Center regardless of the outcome of any grant applications.

## APPLICATION FOR GRANT WRITING SERVICES

An application form for grant writing services is available at The Volunteer Center or may be downloaded from The Volunteer Center's website: [www.thevolunteercenter.com](http://www.thevolunteercenter.com).

Applicants will be contacted within two weeks of submitting an application. Services are available by appointment only. Please note, applications will be reviewed on a first-come, first-served basis.

Organizations applying for assistance for the writing of a grant proposal must provide documentation to the grant writer in a timely fashion.

## DOCUMENTATION REQUIREMENTS

Documentation included, but may not be limited to:

- ★ A completed Grant Writing Program Application
- ★ IRS letter of tax exemption
- ★ Mission statement
- ★ List of current board members
- ★ Most recent 990 and annual operating budget.

## RELEASE

Grant writing assistance provided by The Volunteer Center does not guarantee funding or grant awards for applicant agencies. In order to track the effectiveness of the Grant Writing Assistance Program, applicant organizations must give permission to The Volunteer Center to release information for statistics.



**Call  
The Volunteer Center  
419-627-0074  
For more  
information**

## COOPERATING COLLECTION

The Foundation Center is the nation's leading authority of philanthropy, connecting nonprofits to grant makers and providing a source of resources, tools and information.



As a member, The Volunteer Center provides **FREE** public access for individuals and agencies to the collection.

The Collection consists of: Foundation Directory Online, the premier database of grants and grant makers covering every known U.S. Grantmaker, over 90,000 foundations, corporate givers and grantmaking public charities; Foundation Grants to Individuals Online; and the National Directory of Corporate Giving.

The Collection can help you:

- ★ Setup and manage a nonprofit
- ★ Locate appropriate funding sources
- ★ Research potential funders
- ★ Prepare grant proposals
- ★ Learn and improve fund raising techniques.

Cooperating Collection resources are available whenever The Volunteer Center is open. This database must be used within The Volunteer Center office.

## THE GRANT WRITING ASSISTANCE PROGRAM FOR ERIE COUNTY NONPROFIT ORGANIZATIONS is funded by:

- ★ The Randolph J. and Estelle M. Dorn Foundation
- ★ The Frost-Parker Foundation

The Volunteer Center is a member of the Foundation Center Cooperating Collection through a donation from Barnes Wendling.

### FOR MORE INFORMATION:

The Volunteer Center of Erie County  
300 Central Avenue  
Sandusky, OH 44870  
419-627-0074  
[www.thevolunteercenter.com](http://www.thevolunteercenter.com)

[volunteer@thevolunteercenter.com](mailto:volunteer@thevolunteercenter.com)

### PARTNER AGENCY OF:



## Grant Writing Assistance Program for Erie County Nonprofit Organizations



Cooperating Collection

Available at:

The Volunteer Center of Erie County

300 Central Avenue  
Sandusky, Ohio 44870