

## **ONLINE GRANT APPLICATION SUBMISSION PORTAL GRANT INFORMATION GUIDELINES/PORTAL INSTRUCTIONS**

The Board of Trustees and staff for each Foundation are pleased to open the online grant application submission portals. The goal is to provide an easy application process; therefore, we encourage the individual responsible for submitting your grant applications to sign in to the portal to ensure all information is accurate. New Applicants can select Sign Up on the login screen to register an account. All correspondence between the Foundations and applicants will be sent to the email address of record.

- Select the appropriate Sign In / Sign On button to select the Foundation that best fits your project:
  - L&L Nippert Charitable Foundation – cultural arts, education, environment or health
  - Louise Dieterle Nippert Musical Arts Fund – musical arts
- Grant Applications can be submitted beginning June 1 of each year.
- In order to submit an application, all requested information must be provided. (The Grant Applications derive their questions from the Ohio Common Grant Application Short Form.)
- The deadline to submit a grant application is August 1 11:59pm EST of each year.
- Charities awarded a grant will be contacted via email by mid-December and at that time will be required to:
  - **Review and acknowledge the Foundation’s Recognition Policy Guidelines**
  - Acknowledgement Letter on your Organization’s Letterhead that includes the amount awarded and the following IRS-required language: No goods or services were provided in return for your contribution **by December 31**.
  - A progress report must be submitted via the Foundation’s portal **prior to September 1** of the following year.

**Should you need any assistance, our team can be reached via email ([RCOinfo@therandolphcompy.com](mailto:RCOinfo@therandolphcompy.com)) or by phone (513-891-7144).**