

**ONLINE GRANT APPLICATION SUBMISSION PORTAL
GRANT INFORMATION GUIDELINES/PORTAL INSTRUCTIONS
JULY 1, 2020**

The Board of Trustees and staff for each Foundation are pleased to introduce the online grant application submission portals beginning with the 2020 charitable applications. Our goal was to create an easy application process, and we encourage the individual responsible for submitting your grant applications to create a Profile and familiarize themselves with the new system. Should any issues arise when completing and submitting your grant application online, please email us at RCOInfo@therandolphcompany.com with a description of the issue, so we may review and get a response to you as quickly as possible.

If you have any questions or comments, please email us at RCOInfo@therandolphcompany.com.

- Select the appropriate Sign In / Sign On button to begin the application process with 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
- First, you will establish a Profile including a password. It is important to ensure this information remains current, as future correspondence from the Foundation will be sent to the email address submitted in the Profile section.
- Once signed into the portal, you will be prompted to answer three funding guideline questions before being automatically directed to complete the grant application.
- Each Foundation continues to use the questions from the Ohio Common Grant Application Short Form which is the only Form you will initially submit.
- The Application permits you to upload copies of the documents requested within Section Seven, Required Financial Attachments, and Section Eight, Required Non-Financial Attachments.
- The annual grant application due date is August 1, and the grants are awarded in early December.
- 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
 - Complete an Automated Clearing House (ACH) Direct Deposit Form
 - Submit a Grant Progress Report by September 1 of the year following the December grant
- All correspondence with the charity will be sent via email to the email address provided in the Profile.