

## ATTACHMENT 2



### **2025 DELAWARE COUNTY FINANCE AUTHORITY ECONOMIC DEVELOPMENT GRANT APPLICATION**

**The deadline is 4:30 p.m. on Thursday, October 2, 2025. This is a FIRM deadline. Please also note that, unlike in previous funding cycles, once a grant is approved, its purpose can NOT be changed or redirected to another project. If the money awarded cannot be used for the approved purpose, the grant will be forfeited. This program is also administered on a reimbursement basis: Grant monies will be released only AFTER submission of paid invoices.**

**Do you acknowledge that you have read and understand the following mission and requirements statement about the Delaware County Finance Authority Board of Directors Economic Development Grant program:**

The Delaware County Finance Authority (“the Authority”) Board of Directors (“the Board”) desires to enhance the quality of life in Delaware County by awarding limited monetary grants to eligible charitable agencies within the county on the basis of the agencies’ needs and the direct benefit they provide to the economic development of the community. For the purposes of this grant, economic development is defined as anything that contributes to fostering a healthy and diverse economy. These grants will provide nonprofit organizations in the County a financial resource to complete projects or activities designed to improve the delivery, quality, and efficiency of programs and services to Delaware County residents.

The total amount available for grants will be determined as part of the annual budget prior to the application period. There will be no limit on the number of agencies allowed to apply, but the funding available will not increase or decrease based on the number of qualified applications. Additionally, there is no requirement that all the funds appropriated to this program shall be spent. Therefore, if there are not enough eligible projects to utilize the funds available, the remaining funds may be re-appropriated to other purposes in that fiscal year.

Application for a grant is no guarantee of funding. Each year there are more applicants and increases in the total amount requested. These grants are considered competitive and failure to receive funding in the current year does not preclude an organization’s ability to apply in future years.

The awarding of Economic Development Grants is within the sole discretion of the Board and will be made only upon consideration of written applications, and subject to the requirements and criteria set forth below.

Priority for awards will be given to those organizations that have a project that can be considered a “one time” project, activity, or capital improvement that enhances the community or the organization’s ability to serve the County.

Consideration may be given to those organizations that have not received funding in the past in an effort to distribute these funds to as many organizations as possible. While receiving an award in previous grant cycles will not disqualify an agency from receiving an award in the current fiscal year, it will be a consideration made by the Board during the deliberation process.

Information about the request for grant applications will be distributed to the local media, on the Authority’s website and on social media. In addition to these public notices, emails (if an email address is on file) or letters will be sent to prior award applicants to let them know that applications are being considered.

The application period will be open for three weeks. Once the applications period is closed, the grant requests will be reviewed by the Economic Development Office of Delaware County, which will prepare and present an award recommendation to the Board. Grant applications will not be considered if a complete application is submitted after the deadline: This includes all required attachments/ancillary materials.

It is the goal that within three (3) weeks of the application period close date, the Economic Development Office will determine which projects meet the criteria set forth in this document, and those agencies with eligible projects may be contacted to answer questions about, or provide additional information in support of, their application. Those agencies with eligible projects may be invited to an Authority meeting to provide a 15-minute presentation to the Board about their project. Please note: the 15 minutes will include question and answer time with the Board. The Economic Development Office will then prepare and present its award recommendation, via staff report, for consideration at a regular Board Meeting of the Authority. Within approximately four (4) weeks of that presentation, the agencies receiving grant awards will be notified and the projects being funded will be announced publicly.

As a condition of receiving grant funding, an agency shall be required to enter into a grant agreement with the Authority. Awards made by the Board are considered reimbursement grants, and recipients shall be required to submit adequate documentation of the expenses incurred in accordance with the grant agreement. Once the agency expends the funds, they will submit an invoice to the Authority for reimbursement. The reimbursement request will include the invoice paid in relation to the project and proof of payment (cancelled check, bank statement, etc.). Please note: the Authority will not pay the contractors or other payees for the projects directly. Funds will only be dispersed to the agencies awarded grants and only after those agencies have paid the appropriate payees. All invoices or quotes must be submitted to the Authority within the time period set forth in the grant agreement, with grant periods dependent upon the project, activity, or service to be funded, not to exceed twelve (12) months.

**Please check one:    \_\_\_ YES    \_\_\_ NO**

**Name of your organization:**

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**Your organization's address (street, town, zip code):**

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**Name of a contact person for this organization and this application:**

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**Phone number for this contact person:** \_\_\_\_\_

**Email address for this contact person:** \_\_\_\_\_

**Does your organization meet the following definition for a nonprofit agency:**

An eligible nonprofit agency for this program is defined as an organization that the IRS recognizes as exempt from taxation OR an organization which maintains a 501(c)(3), 501(c)(4), 501(c)(5), or 501(c)(6) status. This definition includes organizations that are tax-exempt under section 501(c)(3-6) of the Internal Revenue Code or other applicable provisions of the Internal Revenue Code.

“To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.” (<https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501c3-organizations>)

“Internal Revenue Code section 501(c)(4) provides for the exemption of two very different types of organizations with their own distinct qualification requirements. They are:

- Social welfare organizations: Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, and
- Local associations of employees, the membership of which is limited to the employees of a designated person(s) in a particular municipality, and the net earnings of which are devoted

exclusively to charitable, educational or recreational purposes.

Homeowners associations and volunteer fire companies may be recognized as exempt as social welfare organizations if they meet the requirements for exemption. Organizations that engage in substantial lobbying activities sometimes also are classified as social welfare organizations.” (<https://www.irs.gov/charities-non-profits/other-non-profits/types-of-organizations-exempt-under-section-501c4>)

“Section 501(c)(5) provides for exemption of labor, agricultural or horticultural organizations. To be exempt, an organization must meet the following requirements:

- The net earnings of the organization may not inure to the benefit of any member; and
- The objects of the organization must be the betterment of conditions of those engaged in the pursuits of labor, agriculture, or horticulture, the improvement of the grade of their products, and the development of a higher degree of efficiency in their respective occupations.

Generally, an organization is not described in section 501(c)(5) if its principal activity is to receive, hold, invest, disburse, or otherwise manage funds associated with savings or investment plans.” (<https://www.irs.gov/charities-non-profits/other-non-profits/labor-and-agricultural-organizations>)

“Section 501(c)(6) of the Internal Revenue Code provides for the exemption of business leagues, chambers of commerce, real estate boards, boards of trade and professional football leagues, which are not organized for profit and no part of the net earnings of which inures to the benefit of any private shareholder or individual. An organization that otherwise qualifies for exemption under Internal Revenue Code section 501(c)(6) will not be disqualified merely because it engages in some political activity. In addition, the organization may engage in lobbying that is germane to accomplishing its exempt purpose without jeopardizing its exemption. However, if the organization engages in political and/or lobbying activities, it may need to give members notice of dues used for such activities, or be subject to a proxy tax on the amount of the expenditures.” (<https://www.irs.gov/charities-non-profits/other-non-profits/business-leagues>)

**Please check one:    \_\_\_ YES    \_\_\_ NO**

**While any non-profit organization in the County is welcome to apply for the grant, agencies that meet all or most of the criteria below will be given priority consideration. Please answer YES/NO for each question:**

Does your organization provide programs or services that benefit the Delaware County community as a whole, without regard to any recognized protected class?    \_\_\_ YES    \_\_\_ NO

Is your organization structured to support an economic development need within the Delaware County community. Examples include but are not limited to: upskilling the existing workforce, retaining or expanding existing businesses, facilitating entrepreneurship, retain or expand the

existing workforce, and land or site development?  YES  NO

Will your organization be able to maintain its tax-exempt status with the IRS for the duration of the grant period?  YES  NO

Does your organization comply with all Ohio laws applicable to charitable agencies and is an agency eligible to receive funds appropriated by the Authority as defined under the following Ohio Revised Codes: 307.23, 307.26, 307.692, 307.76, 307.761, 307.85(A), 307.85(B), 1711.22 and 307.698?  YES  NO

Is your organization directed by an active board of trustees who have no material conflicts of interest?  YES  NO

Has your organization been in existence for at least three (3) years prior to application?  YES  NO

Does your organization have a stated policy of non-discrimination and comply with all federal and state laws and regulations on non-discrimination and equal opportunity?  YES  NO

The operating revenue of the organization, as reported on the most recent 990 report, must be less than \$2.5 million. Does your organization meet this standard?  YES  NO

Does your organization agree to be subject to audit to the extent necessary to ensure compliance with these eligibility criteria?  YES  NO

**Does your organization understand and agree to meet these specific criteria for this grant program?**

Project or activity must be ready to be completed within the period of the grant award, not to exceed twelve (12) months.

Monies requested must not be used to fund operating expenses.

Requests are limited to one (1) project per agency. Requests made for multiple projects with the intent for the Authority to choose one project or multiple projects will not be considered.

**Please check one:**  YES  NO

**A 2-3 sentence summary of the project you would like to complete and an estimate of the start and finish times for the project:**

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**In 2-3 sentences, please explain how this project will help and or enhance the Delaware County community:**

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**Amount requested in \$ (this should be an estimate of the project cost or, if available, an actual quote from a vendor or contractor):**

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**Please include copies of the following documents with your application:**

1. Proof of tax-exempt status
2. Copy of three (3) most recent 990 reports (or comparable tax form)
3. List of board members and their professional and/or other volunteer affiliations
4. Copy of your organization's policy of non-discrimination
5. A detailed estimate of project cost or, if available, a quote from a vendor or contractor
6. Presentation materials (can be a copy of a PowerPoint presentation and/or a PDF handout)