

**DAVID MEADE MASSIE TRUST**

42 E. 5<sup>th</sup> St.  
Chillicothe, OH 45601  
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[davidmeademassietrust.org](http://davidmeademassietrust.org)

**GUIDELINES FOR GRANT APPLICATIONS**

1. Grants will be made to educational, charitable, and community service organizations in Chillicothe and Ross County, Ohio, with the Internal Revenue Service 501(c)(3) exemption status.
2. Grants will normally be in amounts up to but not to exceed \$10,000.00 to each organization each calendar year.
3. All applications may be submitted either on-line at [davidmeademassie@gmail.com](mailto:davidmeademassie@gmail.com) or by hard-copy mailed to 42 E. 5<sup>th</sup> St., Chillicothe, OH 45601.
4. Grants are to be used exclusively for the purpose of helping to provide for the health, happiness, and welfare of the citizens of Chillicothe and Ross County, Ohio.
5. Only one application per year will be granted to any organization.
6. As a condition to the grant, verification of expenditures of the funds shall be required of the recipient. Normally, this must be done within ninety (90) days of receipt of the funds. If a recipient fails to provide written verification as required, then the organization may be required to return the funds and will be ineligible for future grants.
7. The David Meade Massie Trust cannot grant money that will be used for individual salaries, utilities or for equipment/projects that have already been purchased or completed.
8. Any conditional grant awarded will be honored for a maximum of one (1) year from the date of the award. If the organization does not complete the project contemplated by the grant within that year, then the grant award will be withdrawn and the organization will be required to re-apply for a grant for the same project.
9. **Applications will only be placed on the agenda at the upcoming meeting if ALL of the following are attached: (See Check list for Grant Application at [davidmeademassietrust.org](http://davidmeademassietrust.org))**
  - A. Completed Application;
  - B. Copy of the IRS letter verifying the organization’s tax exempt status under Section 501(c)(3).
  - C. Itemization of cost or two QUOTED ESTIMATES (one of which from the company to complete the work) of the cost of the project must be included. Additionally, if the request is for a construction project, pictures of the project area must be submitted. If the request is for specific items, the quoted cost of the items from the place of purchase must be indicated. If the cost of the project or requested items is in excess of the \$10,000 limit, you must submit a statement which indicates that the organization has the difference in funds available.
  - D. Copy of minutes of executive committee or board of organization, or a certified resolution, verifying that said organization authorizes the filing of said application and assumes responsibility if it is awarded.
  - E. Current financial statements of the organization (income statement and balance sheet) certified by an officer of organization. Bank statements or Tax Forms **will not** be accepted as a financial statement. All money (including CD/s and other investments) available to the organization must be shown on the financial statement and indicated if it is restricted.

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**IF THE ABOVE LISTED ITEMS ARE NOT SUBMITTED WITH THE APPLICATION OR IF THE APPLICATION IS INCOMPLETE OR NOT SIGNED, THE APPLICATION WILL BE RETURNED AND WILL NOT BE PLACED ON THE CURRENT AGENDA. THERE ARE NO EXCEPTIONS TO THIS POLICY.**