

## **IMPORTANT**

### **GRANT INFORMATION AND TIMELINE**

The Board of Trustees and staff welcome you to the grant application submission portals. We encourage the individual responsible for submitting grant applications to sign in to the portal to ensure all information is accurate. To register a new account, please select **Sign Up** on the login screen.

Please note: all correspondence between the Foundations and applicants will be sent to the email address of record.

Select the appropriate 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.

#### **TIMELINE:**

- June 1**      **Grant Application Submission Begins** - Portal opens
- Please note: The Grant Application derives most questions from the Ohio Common Grant Application Short Form.
- July 15**      **Year End Reports Reminder** - For funds granted the prior calendar year
- Prior awarded organizations will receive a reminder via email, for the September 1 deadline.
- August 1**      **Grant Application Deadline** - Portal closes at 11:59 PM EST.
- September 1**      **Year End Reports Due** - For funds granted the prior calendar year
- Prior awarded organizations must complete and submit a Year End Report.
- December**      **Application Status** - notification
- Applicants will be contacted via email no later than December 31.
  - If awarded, applicants are required to upload an Acknowledgement Letter within **3 business days** after receipt of funds, stating that the funds have been deposited into the applicant's bank of record. The letter must be on the applicant's organizational letterhead. It also must include the following:
    - The amount awarded
    - IRS-required language, "**No goods or services were provided in return for your contribution.**"
  - Due to IRS rules and the severity of penalties, awarded organizations that fail to acknowledge receipt of funds will be prohibited from submitting a grant request for a period of not less than five years.

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