

## Upper's Winter Fantasy of Lights Recipient Guidelines

Upper's Winter Fantasy of Lights selects charitable recipients annually. To be an eligible charitable recipient, you must be a 501(c) (3) charitable organization, as determined by the Internal Revenue Service, or a unit of government such as a county, city, township or public-school board. If your organization qualifies and has a worthy project complete the required application form. (Below)

Applications are evaluated considering:

- Project need, purpose and goals
- Significant impact on the number of citizens reached
- Evaluation of long- and short-term benefits for your organization and community
- Use of funds as identified in a line item budget
- Service area and other sources of funding

In the past, recipient awards have ranged from \$10,000 to \$40,000. Organizations who receive recipient awards have a 5-year waiting period before they are eligible to reapply.

Application requests which Upper's Winter Fantasy of Light does not fulfill include:

- Regular operating funds
- Awards that will be used to fund other organizations
- Annual campaigns, local or national
- Funds for religious purposes
- Loans
- Graduate fellowships and travel grants to individuals
- Research grants
- Scholarships

**SUBMIT APPLICATION** by May 1 of the current year with the following:

- \_\_\_\_\_ A copy of your 501(c) (3) determination letter from the IRS or a written statement from a local or state auditor verifying your status as a governmental entity. (Ohio Department of Taxation Sales and Use Tax Blanket Exemption Certificate is not Accepted).
- \_\_\_\_\_ Provide a list of your board of trustees with their affiliation.
- \_\_\_\_\_ Send application to Upper's Winter Fantasy of Lights, P. O. Box 6, Upper Sandusky, Ohio 43351 or send by email to [fantasyoflights@gmail.com](mailto:fantasyoflights@gmail.com)

### **CONFIRMATION**

Once Upper's Winter Fantasy of Lights receives your application our secretary will reply by email to the contact person within 3 days to confirm the application was received. If you do not receive a confirmation notice, contact us at: [fantasyoflights@gmail.com](mailto:fantasyoflights@gmail.com) or call Amanda Byers, Secretary at 419-310-3860

### **CHARITABLE RECIPIENT SELECTION AND RESPONSIBILITIES**

Recipients are selected at the May Fantasy of Lights Board meeting. All applicants will be notified of the Board's decision following the meeting. The size of grant(s) is dependent upon the success of the Light Show and are typically awarded in March of the following year.

Those who are selected recipients are asked to take an active role in the Fantasy of Lights by helping unload and load our lighting displays and assist in other ways as needed. Grant recipients are required to submit copies of receipts for purchase of goods and services. The person responsible for the initiative will be required to submit a narrative report and photos on the initiative and its results, within 10 months after receiving grant funds.