

GUIDELINES FOR GRANT SEEKERS

Bowling Green Community Foundation

The Bowling Green Community Foundation, Inc is a public charitable organization created by the citizens of the city of Bowling Green to enrich the quality of life for individuals and families in the city of Bowling Green.

Eligibility

To be eligible, an organization must provide services to residents of the city of Bowling Green. Grants will only be awarded to tax-exempt organizations classified as 501 (c)(3) charities by the Internal Revenue Service (IRS). If a program does not have a tax-exempt ruling from the IRS you may still apply for a grant if you have a tax-exempt fiscal sponsor.

In 2024, The Bowling Green Community Foundation, Inc. will be making grants to nonprofit organizations for programs and activities beginning January 1, 2025 through December 31, 2025. The grant distribution region includes the Bowling Green zip code of 43402 and 43403 and school district areas. Applications may be submitted in the range of \$500 to \$7,500, thereby allowing numerous organizations to benefit.

GRANT REVIEW CRITERIA

The Bowling Green Community Foundation will place priority consideration on proposals which:

- Propose creative, first-time projects or programs for the community.
- Encourage more efficient use of community resources.
- Promote collaboration, coordination, cooperation and sharing among organizations.
- Test or demonstrate new approaches and techniques in the solution of community problems.
- Represent a unique and unduplicated opportunity and meet a significant community need.
- Propose a specific program in detail.
- Generate matching funds, thus leveraging additional support.
- Include a concise plan for sustainability for the project once Foundation funds are expended.

The Bowling Green Community Foundation will **NOT** make grants from its unrestricted funds to:

- Duplicate 2024 approved grant requests.
- Support the general operating budget of established organizations.
- Fund expenses for travel, room and board.
- Support annual or capital campaigns.
- Support sectarian activities of religious organizations.
- Support projects already completed.

Grant Application Questions

Please use this as a reference and working document. These questions will be on the application form. Only applications submitted through our digital form will be accepted. This document is for reference only.

CONTACT INFORMATION

Email* hfeffer@wcesc.org

Date* 10/04/2024

Name of person who is submitting application:* Hannah Feffer

Title of person who is submitting application:* Wood County Educational Service Center
Community Learning Centers Director

Name of Organization applying for grant:* Community Learning Centers of Wood County
Educational Service Center Bowling Green Bobcat STARS

Provide a brief description of your organization and its mission.*

About Us:

The Community Learning Centers of Wood County Educational Service Center provide quality enrichment and extended learning activities for elementary, middle school, high school students - kindergarten through grade 12. Our STARS program is open before school 6:30AM to 9:00AM, afterschool 3:30PM to 6:00PM, and 6:30AM to 6:00PM, 11.5 hours a day, all summer long! Our daily before-school, after school, and summer STARS program meets the care and supervision needs of parents during out-of-school hours while engaging children in fun learning experiences that complement their school-day instruction. We additionally administer a Beyond the Bell program for middle school and high school students for Rossford School District.

Mission:

We provide holistic and innovative learning opportunities for all students to promote long-term academic and social success. We support our employees, local districts, communities, and stakeholders, so together we can inspire students to learn, lead, and shine brightly in their futures.

DEI Statement

Our mission is to make DEI our way of being. We are committed to the creation of equity by tailoring tools and resources to meet individual needs, and by continuously improving our systems and processes so everyone has the opportunity to reach their full potential.

We will do this by respecting the dignity and diversity of all people; creating an inclusive environment that is free from discrimination, harassment, and bullying; enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another; and, focusing on conscious inclusion to be more intentional with their actions to drive diversity, equity and belonging.

Identify the approximate number of individuals or families your organization services in the zip code area of 43402 or 43403. If your programs serves people outside the city limits of Bowling Green, please specify the exact funding that you are requesting for use by Bowling Green residents only, and how you will verify that use to the BGCF.*

Last year, the Community Learning Centers served 1170 students in various programs throughout Wood County. We are applying for grant funding specific to our Bowling Green Bobcat STARS which served **228** students in various programs throughout fiscal year 2024. Any funds utilized will go directly to Bowling Green families, and utilized at our Crim Elementary School location during the summer of 2025. We will verify this by analyzing parent zip code data as collected and stored in our ProCare childcare management system.

Name of CEO, President, or Director or Organization applying for grant:*

Mark North - Wood County Educational Service Center Superintendent

Hannah Feffer- Community Learning Centers Director

If the organization applying for grant is not a 501c3 organization but going under the umbrella of a sponsoring organization (that is a 501c3 organization) list that organization below:

Wood County Educational Service Center- Tax Exempt, W-9

United Way- 501c3

If your organization is not a 501c3 organization and is being sponsored by another 501c3 organization, identify the organization, its primary purpose and activities, and explain the relationship.

Wood County Educational Service Center- Tax Exempt, W-9

United Way- 501c3

As a subsidiary of the Wood County Educational Service Center, the Community Learning Centers are a Tax Exempt organization. The United Way of Greater Toledo additionally acts as a collaborative community agent of the Community Learning Centers. Both the Wood County Educational Service Center W-9 and United Way 501c3 paperwork are attached.

Mailing address of organization applying for grant:*

Hannah Feffer, Wood County Educational Service Center Community Learning Centers Director

1867 N Research Drive

Bowling Green, Ohio 43402

Physical Address of organization, if applicable.

Hannah Feffer, Wood County Educational Service Center Community Learning Centers Director

1867 N Research Drive

Bowling Green, Ohio 43402

In addition, Bowling Green Bobcat STARS Community Enrichment Experience will take place at

Bowling Green City School District Crim Elementary

1020 Scott Hamilton Avenue

Bowling Green, Ohio 43402

Telephone number of organization applying for grant:* 419-354-9010

Applicant cell phone number:* 419-575-2982

E-mail address of organization if different from organization above:

Grant Project Name:* Bowling Green Bobcat STARS Community Enrichment Experience

Estimated cost of the grant project:* \$15,000

Grant amount requested from BGCF (maximum available is \$7,500):* \$7,500

State the goals and objectives of the project.*

Over the last two decades, the Community Learning Centers have served Bowling Green City School students in various out-of-school time programming, including before school, afterschool, special pandemic initiative “Impact”, BGSU partnership ‘Bobcat PAWS’, America Reads, and, most importantly, in everyone’s favorite time of the year... summer!

In previous years, our Bowling Green student's summers were packed full of unique field trips, such as Sauder's Village, Horizon Youth Theatre, and splashing at the pool. Unfortunately, our 21st Century Community Center grant has stepped down into its last year, and the State of Ohio canceled the competitive grant application for fiscal year 2025/2026. This means that the upcoming summer of 2025 field trips have been eliminated from programming.

Our goal is, that with the help from the Bowling Green City Foundation, we can, instead, bring the experience directly TO the students by developing and proctoring the new Bowling Green Bobcat STARS Community Enrichment Experience! The objective of this future program would be to provide our Bobcat Summer STARS access to 8 different enrichment experiences, throughout the summer. These experiences would be scheduled 1 a week, 8 weeks during the summer. Beyond the enrichment guest, we would also create a curriculum aligning with their offering, including the facilitation of associated reading and math activities, cultural components, and more. For example, if a local company administered STEM related activities for the students, in the following days we would complete science experiments with the kids, and even have a special related snack.

We are thrilled at the aspect of secondarily supporting local Bowling Green organizations, including the Wood County library, Coyote Beads, BGSU College of Musical Arts, Parks and Recreation, Bowling Green Fire Department, Bowling Green Parks and Recreation, and more in this exciting endeavor. By partnering with these other community businesses, we would be able to give our STARS students the opportunity to have enrichment experiences to which they otherwise would not have access. 70% of our STARS students are below 300% or below federal poverty guidelines, and most have academic, emotional/behavioral, and other special needs. We would love to give, a projected 125 students, access to these unique enrichment offerings during the summer months.

Identify the problems or needs the project will address.*

Our primary funding source, the State of Ohio 21st Century Community Center grant, paused their competitive funding until the 2025/2026 fiscal year. Due to this pause, we have eliminated summer field trips and pool trips from our schedule. To combat this gap in service, our Bowling Green Bobcat Community Enrichment Experience will bring engaging visitors and subsequent activities to the kids at our Crim School location. Each enrichment activity will include a curriculum tailored to the experience so the students can still be immersed in unique learning opportunities on many topical levels. Our student population is primarily low-income and/or experience behavioral/emotional difficulties. By creating special experiences for these students in need, we can continue to provide them access to enrichment opportunities to which they may otherwise not have access.

Identify who will benefit from the project.*

This project will benefit all of our Community Learning Center Bobcat Summer STARS students (approximately 125 residing within 43402 and 43403), as well as the local Bowling Green community businesses and organization with whom we will collaborate. See attached student attendance sheet from summer 2024 for sample demographic composition. Additionally, we hope to provide parents and student's families access to these unique experiences.

Identify the project time frame for implementing the grant.*

In total, we will be booking 8 enrichment experiences with the - Bowling Green STARS - Community Enrichment Experience project.

April 2025

- Administrator will book local businesses and enrichment opportunities with the Bowling Green Community Potential Partners list:
 - Wood County Public Library
 - Coyote Beads
 - BGSU – College of Musical Arts
 - Bowling Green Fire Department

- Heal My Reiki Heart – Mindfulness Sound Bath
- Bowling Green Parks and Recreation Department
- Wood County Humane Society
- Bowling Green City Police Department or State Highway Patrol K9 Unit
- ADAMAS/Wood County Prevention Programming
- The Lubrizol Company or BETCO – STEM Activities

May 2025

- Curriculum and supply lists will be built to facilitate a set of supplemental activities for each guest. Curriculum will include a snack, craft, math/literacy activities, and more.
- Pre-Surveys will be created and made into a GoogleForm for easy distribution on IPAD's at the Bowling Green STARS location.
- Ordering and shopping will be completed for 4 of the 8 enrichment experiences.

June 2025

- Any perishable items will be purchased and acquired for enrichment experience.
- June 11, 2024 – Pre-Surveys will be given to each Bowling Green STARS student.

June/August 2025

- The Calendar for the Enrichment Experiences will be as follows:
 - Experience #1: June 18, 2025
 - Experience #2: June 25, 2025
 - Experience #3: July 2, 2025
 - Experience #4: July 9, 2025
 - Experience #5: July 16, 2025
 - Experience #6: July 23, 2025
 - Experience #7: July 30, 2025
 - Experience #8: August 6, 2025

August 2025

- Post-Surveys will be created and made into a GoogleForm for easy distribution on IPAD's at the Bowling Green STARS location. Conduct on August 6, 2025

- Parent Survey questions will be created to add to ‘2025 Summer Program Survey’ and sent via parent SMORE (digital newsletter system). about their student’s experience with the BG Bobcat STARS Enrichment Experience project

Identify the person(s) who will implement and supervise the project. Briefly describe their qualifications.*

My name is Hannah Feffer, and I am the Director of the Wood County Educational Service Center - Community Learning Center’s organization. I attended Bowling Green State University (Go Falcons!) for my undergraduate degree and received my Master’s degree from the University of Toledo. I have been with the Wood County Educational Service Center Community Learning Centers for over a decade, gaining over a decade of experience in management, coaching, and leadership. I have extensive familiarity in managing Federal, State, and Local grant funds, as well as both fiscal and administrative program operations. I am proud to have served the Bowling Green Community for many years, in collaboration with Bowling Green City Schools, Wood County Library, BGSU, United Way Events (Chocolate Crawl, ESC Campaign Manager, etc.), Bowling Green Kiwanis Club, and many more. The Community Learning Centers Bobcat STARS program would be incredibly honored to partner with the Bowling Green City Community Foundation to administer the Bowling Green Bobcat STARS Community Enrichment Experience for our local youth.

Identify the procedure used to evaluate the project.* Pre-imposed child surveys that will indicate how they felt about each experience and what they learned from each experience.

The Community Learning Centers prioritize rigorous evaluation, data collection, and outcome attainment as an invaluable part of our continuous improvement process. To evaluate the Bowling Green Bobcat STARS Community Enrichment Experience, we will conduct pre and post surveys for our students. These surveys will indicate what they learned from each enrichment opportunity, rating their favorite aspects, and overall experience. Surveys will be conducted and collected before the first enrichment experience, and post the 8 total experiences, for data analysis. Additionally, parents will be asked 1-2 additional questions on their ‘2025 Summer Program Survey’ about their student’s experience with the BG Bobcat STARS

Community Enrichment Experience project. We will also ensure one of our CLC Program Quality Team members are on site during each enrichment experience, to ensure students, staff, and guests are providing/receiving high quality experiences. Further, Hannah Feffer- CLC Director will be on site to ensure proper program administration and overall engagement impact.

State the outcomes necessary to classify the project a success and the impact if your project is not funded.*

Both our surveyed outcomes and a qualitative word-of-mouth assessment will inform our quality assessment.

Our outcomes include, but will not be limited to:

- 125 unduplicated students served
- 8 unique sets of aligned curriculum created and instituted
- 8 local business collaborators ascertained
- 90% of students state they were thankful for the experience
- 90% of students state they are more knowledgeable regarding enrichment topic areas post-engagement
- 90% of parents state their student enjoyed the enrichment experience project

If the project is not funded, we will sadly be unable to give our Bowling Green students access to enrichment experiences for the summer.

Provide a project budget including a list of income and expenses. Please include sources of funding, both solicited and received. You can either submit this information here or upload a file in the next question.*

Please add a copy of the budget information requested in the previous question.

[Add file](#)

If your project will be ongoing, write a brief description of your plans including anticipated future financial needs. Identify potential sources of support for the project once BGCF funds are expended:*

We plan to use future 21st CCLC funds to reinstate travel back into our program in summer 2027. Unfortunately the grant competition for fiscal year 2025/2026 was canceled, so we may be in the same situation the following summer. We understand no duplicate successional applications are awarded from the BG Community Foundation. However, in March of 2026 we will submit a grant application for Bowling Green Bobcat STARS and hope to gain new funding at that time. In the absence of funding, we will continue to look to our community partners, such as the Wood County Library, Parks and Recreation, etc., for free and in-kind enrichment experiences as much as possible.

Identify any organizations that will help coordinate or collaborate on the outcome of the project and explain how.

United Way- The provision of both match funds and volunteers
Wood County Educational Service Center- The provision of fiscal and other programmatic services
BGSU- Enrichment experiences and volunteers
Wood County Public Library- Enrichment experiences
Coyote Beads- Enrichment experiences
Bowling Green Fire Department- Enrichment experiences
Heal My Reiki Heart Mindfulness - Sound Bath Enrichment experiences
Bowling Green Parks and Recreation- Enrichment experiences
Wood County Humane Society- Enrichment experiences
Bowling Green Police Department or State Highway Patrol K9 Unit- Enrichment experiences
ADAMAS/Wood County Prevention- Enrichment experiences
The Lubrizol Company or BETCO - STEM Enrichment experiences

Please upload grant application signature page.*

Please label the file: organizationname_signaturepage

[Add file](#)

Please upload a file with the names and affiliations of your organizations board of trustees, executive committee, and/or volunteers for this project.*

Please label the file: organizationname_volunteers

[Add file](#)

Please upload a copy of the organization's or sponsoring organization's tax exemption letter from the IRS. If you are not attaching a document then upload the explanation for the reason why.*

Please label the file: organizationname_taxexempt

[Add file](#)

I am a 501c3 organization located in the 43402 or 43403 area zip code or the grant being requested will serve people in the 43402 or 43403 zip code area. If there is a sponsoring organization that is a 501c3 organization check "other".*

I will spend the allotted money in the 2025 calendar year. If the grant project does not come about, I will repay the BGCF for the money that was given to my organization.*

I am aware that if the end-of-the year report is not received by the deadline on the form that my organization will not be considered for a grant for a five year period.*

I will fill sign and return by November 30, 2025 a document called BGCF Grant Acceptance Requirements. This form will be sent to you with your grant acceptance letter. This form outlines the requirement that a report must be submitted to BGCF by November 30, 2025 with details regarding the completion of the grant. Failure to submit this report by the designated

timeline will require the grant funds to be returned to BGCF and could disqualify recipients for future grants. *

I will mention the BGCF as a supporter of our grant project or include the BGCF logo on any promotional paperwork sent to advertise the event in a newspaper, social media, or handed out at the function. *

I understand that if my organization should receive a grant, a representative of our organization must pick up the check at the Grant Reception to be held in January of 2025. *

I understand that all grant recipients are required to attend an informational meeting prior to the distribution of grant monies to discuss the process, specifics about the grant requirements and the follow up report. *

I understand that each grant recipient is required to submit at least 5 pictures obtaining during the implementation of the project and that represent the scope of the project. These photos will be used in BGCF promotional materials and our social media. *

Thank you for applying!