

**Robert T. Ott Seed Grant Application**

Seed Money Grants are intended to provide start-up funding for new programs or initiatives or for the expansion of existing programs. Funded projects must provide direct services to Centre County human services clients or provide a service that will benefit the community at large. Seed Grants are distributed annually.

**Bob Ott Seed Grant Application Timeline**

June 30, 2023 Application Period Open

September 30, 2023 Application due to Seed Grant Committee Chair by midnight

October 1-18, 2023 Application review by Seed Grant Committee

October 26, 2023 Committee recommendations to CCCHS Board for approval

November 1, 2023 Seed Grant Awardee(s) announced at the CCCHS Annual Meeting

January 1, 2024 Beginning of Grant period

May 31, 2024 Mid-Year written report due by Grantee(s)

June 1, 2024 Update by Grantee(s) at CCCHS monthly membership meeting

November, 2024 A detailed presentation by Grantee(s) at CCCHS Annual Meeting

December 31, 2024 End of Grant period. Final written report due to Seed Grant Committee Chair

January 31, 2025 Any un-spent grant monies due back to CCCHS

**Deadline**: The deadline for submitting applications is midnight, **September 30, 2023**. You will receive a confirmation email that your applications was received. The grant year is January 1, 2024 through December 31, 2024.

**Available Funds**: The Seed Grant will distribute up to a total of $5,000 for either one to multiple awardees. The Seed Grant Committee will review the applications and present their recommendation to the CCCHS Board of Directors. The successful recipient(s) will be announced at the November 1, 2023 Membership Meeting.

**Eligible Applicants**: All applicants must be individual or organizational members of the Council for Human Services or be sponsored by a Council member. Sponsorship may be obtained by attaching a letter from a Council member, which states the member’s recognition of the applicant’s desire to receive Council seed money. This statement should reflect the member’s knowledge of the applicant’s service programs in order to assist the selection committee in the selection process. All applicants must be a non profit organization. Requests may come from individual agencies, groups, or as a joint proposal from several agencies/groups—at least one of which must be a Council member. Applicants who are not selected may re-apply next year.

**Reporting Requirements**: Recipients are required to submit a brief, written 6-month report by May 31, 2024 and a final report by December 31, 2024 of the status of the grants to the Grant Committee Chair. Brief updates by grant recipients regarding the status of their program receiving grant monies are required at the June 2024 Membership meeting and at the November 2024 Annual Meeting. Grants must be expended within one year of receipt, unless an extension has been granted. Should the recipient need an extension, contact the Seed Grant Committee Chairperson and a recommendation will be made to the Board. Unused funds must be returned to the Centre County Council for Human Services by January 31, 2025.

**All following information MUST be included for application to be complete:**

*(*Please answer each question *completely* in Word or .pdf format*)*

1. Cover Sheet

2. Narrative

a. Description of the program, activity, or initiative to be funded (preferably not expendable items).

b. Description of community need and how this need will be met by the program.

c. Estimation of the number of people to be served and proposed impact on the people served.

d. A projected time frame for start-up and completion of this program.

3. A projected budget for the proposed project (include explanation regarding why funds are not presently available).

4. If the money you are requesting is only a portion of the funds needed for this project, describe how the remaining funds will be obtained.

5. Annual organization budget information. You do not need to include an audit.

6. Certification of not-for-profit status or tax-exempt number.

7. Sponsor letter of support, if applicable (see Eligible Applicants).

**Failure to include all required information will disqualify the application.**

Mail application to: Natalie Depto-Vesey, Bob Ott Seed Grant Chair

Home Nursing Agency Foundation

20 Sheraton Drive

Altoona, PA 16601

Or email at: [nvesey@homenursingagency.com](mailto:nvesey@homenursingagency.com)

If you have any question, please contact Natalie Depto-Vesey at (814) 947-7027.

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