



RUSSELL & JOSEPHINE KOTT  
MEMORIAL CHARITABLE TRUST

**2018 Guidelines for Application**

**Eligibility:**

- Applications considered are focused on improving the livelihood of individuals, especially through education or medical services, with an emphasis on such services for the elderly.
- 501 (c) (3) Public Charities or organizations operating under a fiscal agent that is a 501 (c) (3).
- If a past grantee, must be in good standing with the Kott Memorial Charitable Trust, including submission of report by the application deadline.
- Proposals for funding must be received by July 16, 2018.

**Note:** The majority of grants from the Kott Memorial Charitable Trust are one year in duration.

**Submission instructions**

1. All applications must be submitted online at <http://www.oprfcf.org/for-organizations/grant-opportunities>
2. Four basic steps to applying for a grant:
  - Get a username and password for our online system.  
Go to <http://www.oprfcf.org/for-organizations/grant-opportunities> Kott Memorial Charitable Trust, to begin the registration process.
  - Complete your organization's profile.
  - Complete the online application (Part I) and upload the required documentation (Part 2).
  - Review and submit your application.

**Note:**

- A preview of the application is available once you complete the registration process
- You will receive an automated email acknowledging receipt of your online application.

Grant decision notifications will be made by October 18, the date of the Community Foundation's Thanksgiving in October. If awarded a grant, you are expected to have an organizational representative present for the distribution of checks at this event.

Any questions? Contact Elizabeth Chadri at [echadri@oprfcf.org](mailto:echadri@oprfcf.org) .