The Mary Heath Foundation

Grant Application

Procedures and Guidelines

TRUSTEE:

First National Bank in Olney
Attn: Tom Goodman, Trust Officer
203 W. Main St.
PO Box 10
Oblong, IL 62449

Phone: 618-592-5052
Email: tgoodman@fnbolney.com

Revised March 2026

Mary Heath Foundation
Grant Application Basic Information Form

1. **Applying Organization: (Legal Name/checks payable to)**

Name: _____

Address: _____

Mailing (if different)
Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____

e-mail: _____

2. **Contact Person: (who to inform of money awarded)**

Name: _____

Mailing (if different)
Address: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____

3. **Amount of Funds Being Requested:** _____

4. **Organization's Federal Tax Identification Number:** _____

5. **A copy of the organization's IRS tax-exempt determination letter is attached.**

☐ **YES** ☐ **NO**

If no, please explain: _____

_____

_____

6. **Please identify your project's funding category:**

☐ **Public Health**

☐ **Public Safety**

☐ **Public Recreation**

☐ **Public Education**

7. **Please indicate if you would accept PARTIAL funding for this grant request.**

☐ **Yes** ☐ **No**

If accepting partial funding, is there a minimum you would accept? _____

Grant Application checklist of required information:

☐ **A brief narrative describing the project and/or program for which funding is being requested, including an assessment of need, primary beneficiaries, plans for implementation, other sources of funds and means of assessing results**

☐ **A brief statement describing the organization's history, activities, objectives and purposes**

☐ **A detailed, itemized budget for the proposed project, including a statement of amount of organization's own funds that will be applied to the proposed project.**

☐ **A brief, one page financial report of the organization, including current balance on hand in organization's general fund, revenue sources for the latest fiscal year (including contributions), expenses for the latest fiscal year, and any endowment funds held by the organization.**

☐ **A list of the organization's principal officers and/or directors, including address and phone number**

☐ **A list of the name, title and salary of the three highest paid individuals working for your organization, if applicable**

☐ **A signed application request certifying the information in the application is correct and accurate (included in application packet)**

All grant applications MUST adhere to the following guidelines to be considered for funding:

- **All applications are limited to a maximum 25 pages, including cover page**
- **All applications must include the Basic Information Form, in exact format provided, as page 2 of application (after cover page)**
- **All applications must be submitted in six (6) identical copies**
- **All applications must be stapled ---- no paper clips accepted**
- **No applications will be accepted if placed in a cover or folder of any type**
- **Maximum grant request is $20,000 ---- requests in excess of this amount will not be considered**
- ***Any application that includes the Illinois Retailer Occupation tax exemption letter will be automatically rejected from consideration – absolutely no exceptions will be considered***
- **The grant deadline dates and times will be strictly adhered to, based on date and time RECEIVED in the offices of the Trustee, not based on date mailed**
- **All applying organizations must provide full and complete verification that it is either a qualified 501(c)(3) entity OR is eligible for funding consideration by virtue of being a tax-supported governmental unit or entity ---- Failure to provide adequate verification of this qualifying requirement will result in automatic rejection of grant application**
- **Recognition of an organization by the State of Illinois as a not-for-profit corporation or organization DOES NOT automatically qualify an organization for federal tax-exempt status.**

Grant Application Certification

I hereby certify that:

- **The information set forth in this grant application and the supporting documentation is correct**
- **The Internal Revenue Service 501(c)(3) determination letter (if applicable) has not been revoked, cancelled or modified**
- **No funds received pursuant to this application will be used for activities prohibited by the 1969 Tax Reform Act, as amended**
- **All funds received pursuant to this grant request will be applied to the project or program as described in the application**

Signed: _____ Date: _____

Printed Name:_____

Position / Title: _____

The Mary Heath Foundation

Initially funded in 1994, the Mary Heath Foundation was established by Mrs. Mary Heath under a Revocable Trust Agreement dated April 16, 1991. In accordance with the terms of the trust document establishing the Foundation, the Mary Heath Foundation makes grants to qualifying tax-exempt organizations sponsoring projects and activities in the areas of:

Public Health
Public Safety
Public Recreation
Public Education

To be considered for a Heath Grant, the applying organization must be physically located in the State of Illinois, and the organization's project or activity must be for the direct benefit and enjoyment of the general public in the State of Illinois.

The Trustee, First National Bank in Olney, is responsible for the administration of the Foundation, relying upon the majority consensus of an Advisory Committee for all grant funding decisions. This Advisory committee consists of 5 area citizens, each appointed for a term of 5 years by the following entities:

1 by the Mayor of the City of Robinson
1 by the Chairman of the Crawford County Board
1 by the Mayor of the Village of Oblong
1 by the Mayor of the Village of Palestine
1 by the President of the First National Bank in Olney

All inquiries or questions regarding the Foundation should be directed to the Trustee.

The Foundation awards grants twice a year, in June and December. Applications for funding are accepted year-round and should be directed to the Foundation Trustee.

* Grant Application Deadlines *

For June consideration ---- *on or before May 1st, 2026, at the Closing of the Bank*

For December consideration ---- *on or before November 2nd, 2026 at the Closing of the Bank*

After the Advisory Board has reviewed all of the grant applications for any given funding cycle, all applicants will be notified in writing of the Committee's decisions.

The Advisory Committee will evaluate the quality and merit of each proposed project or activity as well as the community presence of the organization submitting the request.

Limitations and Restrictions

Funding *WILL NOT* be considered for the following type of requests:

1. **Requests from organizations that cannot provide verification of their federal tax-exempt status**

2. **Requests covering routine organizational expenditures, general endowments or deficit reduction programs**

3. **Requests for general fund-raising campaigns, capital campaigns or mass mailing fund-raising projects**

4. **Request providing direct-aid to specific individuals**

5. **Requests to conduit organizations that use grant funds to support other organizations**

6. **Requests to fund propaganda or to otherwise influence legislation**

7. **Requests to fund participation or intervention in any political campaign on behalf of any candidate, party or platform**

Assessment Criteria

The characteristics that the Foundation looks for in a successful grant candidate include:

- **Exemplary institutions and organizations with a history of achievement and good management**

- **Institutions and organizations demonstrating a stable financial condition, supported by accurate financial disclosure**

- **Programs and projects that encourage self-sufficiency rather than continued dependence on the Foundation's support**

- **Programs and projects that promise to accomplish a measurable impact in the area for which the applicant requests support**

- **Programs and projects that are consistent with the stated purposes of the Mary Heath Foundation**

- **The Foundation will monitor the impact of all grants to help determine the future direction and practices of the grant process**

The Mary Heath Foundation is a private foundation within the meaning of Section 509(a) of the Internal Revenue Service code, and it is a recognized tax-exempt organization under Section 501(c)(3). A copy of the IRS determination letter is available on request.