The Silas and Ruth Claypool Foundation

Grant Application

Procedures and Guidelines

TRUSTEE:

First National Bank in Olney
Attn: Tom Goodman, Trust Officer
203 West Main Street
P.O. Box 10
Oblong, IL 62449

Phone: 618-592-5052
e-mail: tgoodman@fnbolney.com or trust@fnbolney.com

Revised March 2026

Silas and Ruth Claypool 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 (this form is included in the 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 $10,000 ---- requests in excess of this amount will not be considered**
- **Any application utilizing the Illinois Retailer Occupation tax number in place of the Federal Tax Identification number will be automatically rejected from consideration – Do not include this tax form anywhere in your application**
- **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.**

The Silas and Ruth Claypool Foundation

Initially funded in 1991, the Silas and Ruth Claypool Foundation was established by Mrs. Ruth Claypool under a Revocable Trust Agreement dated December 22, 1970. In accordance with the terms of the trust agreement that established the Foundation, the Silas and Ruth Claypool Foundation funds 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 Claypool Grant, the applying organization must be physically located in Crawford County, Illinois, and the organization's project or activity must be for the direct benefit and enjoyment of the general public in Crawford County, Illinois.

The Trustee, First National Bank in Olney, is responsible for the administration of the Foundation, relying upon the majority consensus of an Advisory Board for all grant funding decisions. This Advisory Board 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 Chairman of the CMH Board
1 by the President of the CUSD #2 Bd. of Education
1 by the First National Bank in Olney

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

Beginning in 2006, the Foundation will award grants only once a year, in October. Applications for funding are accepted year-round and should be directed to the Foundation Trustee.

*** Grant Application Deadline ***

On or before October 1st, 2026
at the Close 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.

The Advisory Committee may from time to time initiate special grants for community programs or projects that the Committee believes will offer substantial benefit to the citizens of Crawford County.

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 operating funds, 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 Silas and Ruth Claypool Foundation**

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

The Silas and Ruth Claypool 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.

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: _____