

EXHIBIT B

Donor Intent

The Donors are aware that there are many students who are in need of financial assistance. Grant requests from this fund may be made for essential items only, and/or the most basic version of them. In the end, being frugal with individual grant requests enables more people to benefit from grants through this fund.

Bucyrus Schools – the Partner Organization

The School will be given an annual distribution from this Fund on behalf of their students, following these guidelines, because of their involvement with the students who could benefit from this Fund. No grant or percentage of grant dollars or other compensation will be provided to the School for administering these funds.

As a condition of participation, the School will:

- Sign and adhere to these written guidelines between the Donor, the Foundation and the School.
- Review any requests and supporting documentation and assure the requests are valid.
- Determine that students who receive these gifts are from families that meet the most current Federal Poverty Guidelines. This could include requesting proof of household income or other due diligence.
- The School may wish to give a gift to a student whose family earns above the Federal Poverty Level but not enough to afford a bare-bones household budget (ALICE – Asset Limited, Income Constrained, Employed). Many families earning just above the Federal Poverty Level may still earn less than what it costs to make ends meet. In these cases, the School should inform the family that the gift may be considered taxable income.

Documentation

If a request is funded, the School agrees to provide oversight of the funds' disbursement and to ensure that the objectives outlined in the proposal are met. Supporting material (i.e. receipts) should be available at the School for audit. The school is required to maintain records of the following information for all grant recipients receiving a grant from the Fund:

- Name and address of the recipient student or other appropriate means of identification.
- An itemization by vendor or other provider, and total grant amount distributed on behalf of the student.
- The purpose for which the aid was given.
- The manner in which the recipient student was selected.
- Any other relevant case history.
- Any discrepancies in how grant dollars were actually spent, including any excess or unused amounts.

Requests for Grants

School employees (i.e. teachers, coaches, counselors, etc.) should submit grant requests based on their own or their colleagues' personal knowledge of the individual student's situation and circumstances.

Grant Parameters

In considering funding a grant request, the School will apply the following guidance:


- When seeking cost estimates from vendors or other providers, the Donor asks that the school request if a lower cost is available for the item or service, given that the purchase would be for a needy student, and would be paid for by a charitable organization. The Donor understands that this additional step may not always be applicable, and that discounts may not be available in some cases, however, as appropriate, such an inquiry should be made. It is important to document in a grant request when a discount was requested, whether or not it was given.
- Grant checks will be made payable to the School annually, and the School will in turn see that payments are made to valid vendors.
- Students who receive a grant should understand that these are one-time grant awards. There is no intention or continuing obligation of the School to make subsequent grants to any student or members of a particular family.
- **Valid requests would include school supplies/tools/sports equipment, clothing, items of personal hygiene, gas/transportation, essential medical needs, as well as gift cards or vouchers for any of these. The social workers familiar with the individual students' situations will deem what requests are appropriate.**
- No ongoing or long-term support may be provided to an individual student. These gifts should be viewed as providing assistance to fill a gap that is needed for a limited period of time.
- Grants are not intended solely to preserve the applicant's present standard of living without interruption.
- No grant may be made to provide a "cushion," or to provide individuals the means to maintain an affluent living standard.
- No grants can be made for a student's existing debt.
- Requests for non-essential or decorative items will not be paid for through this Fund.
- Grants from this fund are also not made to pay fines.
- No grants may be made to pay attorney fees.
- The School will return any unspent grant dollars to the Fund at the end of the school year.

Award Conditions and Reporting


The School will make every effort to make a funding decision within two working days of receiving a request.

I have reviewed and fully understand the Fund's guidelines as outlined here.

Bucyrus School Superintendent (please print)

Name Robert A. Britton Title Superintendent
Phone 419-562-4045 Email rbritton@bucyrusschools.org
Signature  Date 03-20-2025

School Representative: (please print)

Name Dr Lisa Thoman-Cha Title Treasurer
Phone 419-562-4045 Email lthoman-cha@bucyrusschools.org
Signature  Date 3/20/25

