



OHIO BUSINESS AND
PROFESSIONAL WOMEN'S
RETIREMENT FOUNDATION

Donation Request Form for Non-Profit/Low Income Subsidized Senior Housing Facilities

Exhibit A

Criteria for Donations to Non-Profit / Low Income Subsidized Senior Housing Facilities

Ohio Business & Professional Women's Retirement Foundation will award up to **three (3) \$500.00 donations from across the state** during each BPW/OHIO Federation year to a non-profit (501c3) or government facility that supports non-profit/low income subsidized senior housing.

1. Each local in the BPW/OHIO Federation may submit a request for the donation. A total of three (3) \$500.00 grants will be given out statewide. Up to three locals from across the state will be selected to receive a \$500.00 donation. If there are fewer than three qualified submissions for a request for the donation the unused money will not be disbursed elsewhere.
2. The local must fill out the proper paperwork with documentation that the entity to receive the funds is a non-profit housing facility or government facility that offers low income/subsidized senior housing.
3. The proposed use of the money must be defined and show that the majority of the residents will benefit.
4. When the donation has been awarded, the facility must send the invoices and other documentation that may be required to the local contact and to the treasurer of Ohio Business & Professional Women's Retirement Foundation for payment.
5. In order to receive reimbursement, **the request of payment** (with documentation) must be received by the treasurer of the Ohio Business & Professional Women's Retirement Foundation **no later than April 15, 2026**. If the proper paperwork is not received by April 15, 2026, no reimbursement will be made.
6. Donation payments will not be made to the local Organization. With proper documentation, a maximum of \$500 will be paid to the vendor or to the facility. A committee will be appointed to select the donation recipients.

Grants will be announced at the annual BPW/OHIO State Conference in Columbus, Ohio in May, 2025.