



GUIDELINES FOR GIVE WHERE YOU LIVE OF MIAMI COUNTY

Give Where You Live (GWYL) is a group of individuals who care deeply about our community. The members of this group gather **virtually** four times per year on the second Thursday of February, May, August, and November. This group donation is intended to make an impact on the charitable organization chosen by the group. Our mission is to create a group of citizens who have the desire to support charitable organizations benefiting Miami County and its residents.

- At the beginning of February, May, August, and November, the GWYL Co-Chairs will send a call for charity nominations via email to all GWYL Members
- Individual GWYL Members can nominate a charity using the link provided by the GWYL Co-Chairs
 - Only charities that have a footprint in Miami County are eligible for nomination - "Footprint" is defined to mean that the charity has a location in Miami County or provides services to residents of Miami County
 - Once a charity is chosen for a grant, that charity is not eligible to be considered for a period of 2 years or every 8th meeting
 - Members must have a signed commitment form on file to be eligible to be eligible to nominate
- When all nominations have been received, the GWYL Co-Chairs will use a web-based random name selector to select three charities for member consideration
- The GWYL Co-Chairs will research and collect the following information for each the three charities:
 - Verify 501 (c) (3) status
 - Document charity's mission statement
 - Document charity's annual income
 - Document charity's website
 - Statement of urgent need – the "heart story"
- The GWYL Co-Chairs will send the collected information via email to all GWYL members with an established timeline to complete on-line voting
 - Members must have a signed commitment form on file to be eligible to vote
- Online voting will be accomplished using a web-based voting application



GUIDELINES FOR GIVE WHERE YOU LIVE OF MIAMI COUNTY

- The charity receiving the most votes will be the winner of the GWYL Grant
 - In the case of a tie, members will vote a second time
 - If the charities are still tied after a second vote, the winner will be chosen using a web-based random name selector
- The name of the selected charity along with their online donation and check mailing information will be provided to all GWYL members
 - GWYL Members are responsible for honoring their donation commitments to the winning charity either by writing a check and mailing it to the winning charity or by donating online
- In order for the selected charity to receive the funds, the selected charity must agree to the following:
 - The GWYL Co-Chairs will provide a list of GWYL members with their mailing addresses to the winning charity
 - The selected charity may not use the names of the members for future solicitations or give member information out for any other public use or purpose
 - The selected charity must send a tax receipt to each individual donor, at the address provided by Give Where You Live
 - The selected charity must explain to the membership how the funds have been used