



# Ohio Open Doors 2026

## Stipends Application Instructions

- Purpose: To help offset the costs related to opening events free of charge, as required by Ohio Open Doors, or use to promote and host your event. Examples: stipends can be used to boost social media posts about your event, print flyers or postcards, or to provide refreshments.
- Eligibility: Organizations with an annual budget under \$50,000 or those with three or fewer paid staff members may apply for a stipend. The program retains the right to determine if an applicant meets eligibility requirements.
- How many? Only one stipend per organization.
- Stipend Request must be associated with a registered event (no registered event, no stipend).
- Amount: \$150 per organization.
- Apply early! Stipends are awarded on a first-come, first-served basis to eligible organizations until funding is exhausted. Stipend payments will follow 2-3 weeks from the time a complete request is received.
- To apply: Download the Stipend Packet and Instructions. Complete the packet (required fields are in red) and save the completed form to your computer so it can be uploaded on the "[Submit Your Stipend Request Forms](#)" web page. Incomplete forms will not be processed.

### New Vendor Form

- Provide name of organization that is receiving the stipend and its address, city, state, ZIP, phone number. Email optional.
- Checkmark the box "Invoice & Invoice Voucher Attached" NOTE: Staff of Ohio Open Doors will attach both to the payment request.
- Fill in the name of the person submitting the form in "Submitted by" and the date.

### Stipend Invoice

Answers in all fields required:

- Event Name
- Organization
- Eligibility ("Our organization has...")
- Use ("Stipend funds will be used to...")
- Remittance Information ("Make Check Payable To...")

### Form W9

Please complete the W-9 form using the following guidance:

- Provide the name of the organization receiving the stipend and its mailing address (Items 1, 2, 5, and 6).
- Item 3 - Federal tax classification
  - Nonprofit organizations or units of government should check "Other."
    - In the space provided, write a general description of your organization, such as: 501(c)(3) organization, municipality, school or whatever your organization can be classed as in general terms
- Item 4 - This item is not applicable for most Ohio Open Doors host organizations and can usually be left blank.
- Provide your organization's Employer Identification Number (EIN) in Part I – Taxpayer Identification Number (TIN).
- Sign and date the form in Part II – Certification.

Incomplete forms will not be processed





# New Vendor



Vendor Name:

Mailing Address: \_\_\_\_\_

Street:

City:  State:  Zip:

Remittance Address  Same as Mailing Address

Street:

City:  State:  Zip:

Phone:   
Enter only numbers, no spaces or dashes

Email:

Fax:

Does the vendor have any family, close personal relationships, and/or business associates that serve as Ohio History Connection Board, Staff, or Volunteers?

Yes  No

The Following forms are attached:

- New Vendor Form
- Open Doors Stipend Invoice
- W-9

If Yes, please list name(s) below:

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\*Submitted by:

Please type your full name here.

Date:

Click on date from calendar drop down.



SEPT 10-20, 2026

## Ohio Open Doors Stipend Invoice

All fields required. incomplete invoices will not be accepted.

*As an Ohio Open Doors sponsor, we request the stipend authorized by the Ohio History Connection to help cover costs associated with holding our event. (Example: "Our organization has three or fewer paid staff.")*

### Event Name:

Eligibility: Our organization has (choose one):

Annual budget of \$50,000 or less

Three or fewer paid employees

### Stipend funds will be used to:

Amount: **\$150**

### Remittance (Make check payable to):

Organization Name:

Address:

City/State/Zip:

### Name of Person Requesting Stipend:

Name/Title:

Phone (Daytime):

Email:

Signature:

Date:

Type your name or use Fill & Sign to add signature.

Click on date  
from calendar  
drop down.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                      <input type="checkbox"/> C Corporation                      <input type="checkbox"/> S Corporation                      <input type="checkbox"/> Partnership                      <input type="checkbox"/> Trust/estate             </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____             </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____             </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>													
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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*