

General Grant Policy & Application Procedures

(Revised January, 2017)

Purpose, Restrictions, and Policies on the Distribution of Funds

1. Purpose

The HCCF is interested in funding projects that will improve the quality of life for the citizens of Hillsdale County. Eligible projects generally fall within these categories: education, fine arts, social services, community development, recreation, environmental issues, health and wellness, and improvement in the physical, mental, and moral conditions of Hillsdale County residents. The Foundation aims to support creative approaches to community needs and problems that benefit the widest possible range of people.

2. Eligibility

The Foundation welcomes grant applications from the Hillsdale County area or outside Hillsdale County if a significant number of the people to be served reside within Hillsdale County. Applicants must be tax exempt according to Section 501(c) (3) of the Internal Revenue Code, an educational institution, or governmental unit.

3. Funds

In addition to unrestricted endowment funds, there are a number of individual named funds administered by the Foundation as part of its endowment. Many of these are restricted to certain purposes in accordance with the wishes of the donors.

4. Grant Making Policies

The Foundation gives priority to programs which:

- Reach as many people as possible in the county
- Increase individual access to community resources
- Examine and address the underlying causes of local problems
- Promote personal independence and achievement
- Seek challenge or matching grants
- Attract volunteer resources and support
- Strengthen the private, non-profit sector
- Encourage collaboration with other organizations
- Build the capacity of the applying organization
- Support the start-up of new programs that solve critical local problems or address critical local needs
- Focus on prevention
- Low priority is given to brick and mortar requests and ongoing programs where alternative funding is not planned to carry a program/project forward following a Foundation grant.

The current objectives of the Foundation do not allow grants for:

- Religious or sectarian purposes
- Individuals
- Legislative or political purposes
- Loans
- Capital campaigns
- Routine maintenance, including office equipment
- Administrative costs for maintaining the present operation of an organization, including, but not limited to, staff salaries, wages, and benefits. Salaries may be considered on a case-by-case basis only as related to direct program expenses, not daily operations.
- Education requests that supplant rather supplement the ongoing operations of the school district, such as equipment or educational materials, including curriculum supplies and resources.

5. Application Procedures

All applicants are required to discuss their project with an appropriate Foundation staff member prior to submitting the application. ***Foundation staff cannot assess or comment on an applicant's chances for approval.*** To be considered for funding, the original application and one copy of all attachments must be received no later than **4:00 P.M., November 1 or May 1**, at the HCCF offices, located at 2 South Howell Street, Hillsdale, Michigan 49242. You should retain one copy for your files.

When submitting an application, one copy of each of the following required attachments is required:

- Most recent IRS 990 (first two pages only)
- Applicant's most current organizational operating budget
- Most recent year-to-date financial statement
- Documentation substantiating project expenses (quotes, bids, etc.)

There is a separate grant application and policy and procedures document for applications for YOUTH (Youth Opportunities Unlimited Throughout Hillsdale) grant funding. These materials, as well as grant materials for general grants, are available at the HCCF office or online at www.abouthccf.org.

Applications cannot be accepted by HCCF after the time specified above regardless of postmark date. Faxed or emailed applications cannot be considered.

Only one grant application per organization will be accepted per grant cycle, with the exception of educational institutions. With a limited number of grant dollars available to address a broad range of needs within the community, the Foundation feels it is in the best interests of everyone if the applicant chooses the project or program with the highest funding priority.

Upon submission, your application and accompanying materials become the property of the HCCF and will be used as deemed appropriate by the Foundation. They may be reviewed with community planning agencies and other individuals and organizations as HCCF assesses the project and potential community impact. The information may also be shared with other foundations and funding sources which call upon HCCF for information about community projects. HCCF grant funding cannot be used to reimburse individuals or organizations for expenses paid prior to the grant award date, to pay invoices dated prior to the grant award date, or for programs and projects that occur prior to the grant award date.

The Hillsdale County Community Foundation reserves the right to request additional information about your organization, the project, financial details, or to make a site visit before or after grant approval. Grant Committee members carefully evaluate grant applications and present recommendations to the Board of Trustees. The Foundation's Board of Trustees determines which applicants will receive funding based on these recommendations. All applicants are notified in writing following the decision of the Trustees.

**An organization receiving a grant in any grant cycle may apply
for further grants *after* the third subsequent grant cycle.**

Requests for information should be directed to:
Hillsdale County Community Foundation
2 S. Howell Street • PO Box 276 • Hillsdale, MI 49242
Phone: (517) 439-5101 • Fax: (517) 439-5109
www.abouthccf.org



Excellence. Accountability. Impact.™



Hillsdale County
community foundation

General Grant Application

Revised May, 2016

How to Apply:

- Review the Hillsdale County Community Foundation grant policy and guidelines.
- Contact the HCCF to discuss your proposal and obtain an editable grant application form.
Applications submitted without contact with HCCF staff prior to submission will not be considered.
- Submit completed application no later than 4:00 pm on the due date.
Faxed or electronic submissions are not accepted.
- General HCCF grant application due dates are May 1 and November 1 each year.

Completed applications **must** include:

- This completed and signed grant application form.
- Program/project information (all grant application questions answered completely).
- Organizational background information (no more than two pages): include a list of governing board members and a brief bio on key program/project staff.
- Financial information:
 - [] Most recent IRS 990 (first two pages only).
 - [] Applicant's most current organizational operating budget.
 - [] Most recent year-to-date financial statement.
 - [] Documentation substantiating project expenses (quotes, bids, etc.).
- Any additional attachments you feel would establish your organization's credibility or help clarify your program/project (letters of support, news articles, brochures, etc.).

Organization Information

Legal name of applying organization: _____

Organization's common name (if different than above): _____

Chief Executive Officer (name & title): _____

Address: _____ City, State, ZIP code: _____

Phone: _____ Email: _____

Website: _____ Organization E.I.N. #: _____

Contact person for this application (name & title): _____

Phone: _____ Email: _____

Has your governing board formally approved this project and authorized submission of this application?

Yes (date approved by board: _____) No

Application Authorization:

Chief Executive Officer (printed): _____

Signature: _____ Date: _____

Board Chair (printed): _____

Signature: _____ Date: _____

Program/Project Information

Program/Project Title: _____

Amount requested: _____ Total project cost: _____

Project start date: _____ Project end date: _____

Geographic area served by this project: _____

Estimated # of **direct** recipients this project will serve: _____

Who are the **direct** recipients? Explain: (*no more than one sentence*) _____

Estimated # of **indirect** recipients this project will serve: _____

Who are the **indirect** recipients? Explain: (*no more than one sentence*) _____

Executive Summary

Provide a brief program/project overview answering the following:

What is the project, why is it necessary, who is coordinating the efforts, where is the project located, who will the project impact, and what impact will the project have on the community. Use only the space provided.

Budget Information

- In the space below, itemize any pending or confirmed sources of revenue and estimated expenses relating to this request. Add additional lines if necessary.
- Total revenue must equal total expense to show how you plan on funding the project.
- Answer the budget questions on the following page regarding funding and sustainability.
- Attach the following financial information:
 - [] Most recent IRS 990 (first two pages only).
 - [] Applicant's most current organizational operating budget.
 - [] Most recent year-to-date financial statement.
 - [] Documentation substantiating project expenses (quotes, bids, etc.).

Revenues for project:

Funding Source	Amount	Confirmed?	Pending?
Total program/project revenue:			

Expenses for program/project:

Item (materials, supplies, equipment, etc.)	Estimated costs
Total program/project expenses:	

Budget Questions

How will funding from the Hillsdale County Community Foundation be used? Explain specific items and/or areas of the program/project that HCCF funds would support. Use only the space provided.

How would this program/project be impacted if awarded *partial* grant funding from HCCF? How would this program/project be impacted if *not awarded any* grant funding from HCCF? Use only the space provided.

Describe the amount and source of any internal funds dedicated to this project. Have you secured or do you plan on securing additional funds to support this program/project? Who have you contacted or plan on contacting? Use only the space provided.