

General Grant Policy & Application Procedures

(Revised February, 2022)

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 online application and all attachments must be received no later than **4:00 P.M., November 1 or May 1.**

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:
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