

Grant Policy & Application Procedures

For the HCCF Endowment Fund and Unrestricted Endowed Funds of the Community Foundation
(Revised January, 2008)

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 requests for bricks and mortar, 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
- Basic education materials including state-mandated/benchmark core curriculum supplies and resources

5. Application Procedures

The Foundation requires applicants to call and discuss their project with the Executive Director prior to submitting the application. ***Foundation staff cannot assess 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, please provide one copy of the following required attachments:

1. The agency/organization's governing body and the name of the Chief Executive Officer.
2. IRS federal tax exemption letter
3. The agency's current annual income and expense budget or most recent IRS Form 990
4. An itemized project budget
5. Submit a letter from the agency/organization's governing board approving the project

Unfortunately, applications can not be accepted by HCCF after the time specified above regardless of postmark date. Faxed or emailed applications can not 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 its potential community impact. The information may also be shared with other foundations and funding sources which call upon HCCF for information about community projects.

The Hillsdale County Community Foundation reserves the right to request additional information about your organization, the project, added 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 shortly following the decision of the Trustees. The Foundation receives far more grant requests than it can fund, so do not be discouraged if you do not receive funding for a particular application.

**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



Confirmed in Compliance with National Standards for U.S. Community Foundations

Hillsdale County Community Foundation

Grant Application Checklist

(Revised January, 2008)

The following items must accompany your grant application for full compliance of all requirements. Please submit this checklist with your application.

- _____ Completed Grant Application
- _____ Signature of the president or chairperson and another officer of the agency's governing body and the name, title and telephone number of an individual who may be able to provide additional information regarding your application.
- _____ Copy of IRS federal tax exemption letter indicating 501 (c) (3) status. Schools and government institutions are automatically exempt.
- _____ Project Itemized Budget
- _____ Agency/club/organization current annual income and expense budget (i.e.: balance sheet, IRS Form 990).
- _____ Letter of Support from agency/organization's governing board/director (i.e.: copy of the resolution or minutes, letter of approval, etc.).
- _____ List of Officers/Board Members
- _____ This checklist attached to the front of grant application

I ensure all required items are attached and grant application is complete.

Signature _____ **Date** _____

Hillsdale County Community Foundation
Application for Grant

2 S. Howell Street · P.O. Box 276 · Hillsdale, MI 49242
(Revised February 2008)

Date of Application _____

Name of Organization _____ Year Founded _____

Address _____

City, State, Zip _____

Contact Person _____ Title _____

Telephone (Daytime) _____ Telephone (Evening) _____

Project Name _____

Amount Requested \$ _____ Total Project Cost \$ _____

ATTACHMENTS

1. Please attach a list of all Officers, and All Directors/Trustees or Board Members (Indicate Titles)
2. Copy of IRS Federal Tax Exemption Letter indicating 501 (c) (3)
Schools and Government institutions are automatically exempt
3. Letter of Support from agency/organization's governing board/director
(i.e.: copy of the resolution or minutes, letter of approval, etc.)
4. Current Annual Operating Budget or most recent IRS Form 990
5. Itemized Line Item Accounting of Project Budget
6. Other Information You Feel is Pertinent

ORGANIZATION INFORMATION

1. Do you have paid employees, volunteers, or a combination of both?
Number of Paid Employees _____ Number of Volunteers/Members _____
2. Is your organization affiliated with any sectarian or religious organization? If yes, please explain.

3. General purposes or objectives of your organization? _____

4. Who is served by your organization? _____
5. Geographical Area Served? _____

PROJECT INFORMATION

6. What are you asking the Hillsdale County Community Foundation to fund?
Please include the purpose of the funding and indicate the need for the project.

7. Is this a new project or are the funds to supplement an established project? _____
8. If not a new project, indicate source for previous funding. _____

9. How many Hillsdale County residents will benefit, and what age groups will be served?

10. How will you measure the success of the project? _____

11. If similar programs already exist in Hillsdale County, please explain how yours differs.

12. If only part of the funds requested were available from H.C.C.F. at this time, would the project still go forward? _____
13. The Foundation is concerned, if this grant is approved, that you have a realistic plan for implementing the project you are proposing. Please give us concise details as to how you propose to implement this project. (Use other side of sheet if necessary.)

14. When will the project commence? _____

FINANCIAL

15. When are the funds needed? _____
16. Would H.C.C.F. be the sole source of funds? _____
If not, what other means do you have for the balance and what funds have already been raised?

17. Will this program continue in the future? If so, how will it be funded?

18. If the grant is approved, do you agree to evaluate the success of the project both in writing and verbally, if requested, to H.C.C.F.? Also, do you agree to mention H.C.C.F. in news releases, publications, etc. when appropriate? _____

Signature

Print Name and Title

Name of an individual who would be able to provide additional information:

Name

Title

Daytime Telephone

Evening Telephone

Thank You