

Grant Policy & Application Procedures

For the Kellogg Youth Advisory Fund of the Hillsdale County Community Foundation

(Revised February, 2008)

Purpose, Restrictions and Policies on the Distribution of Funds

1. Purpose

The HCCF YOUTH Council is interested in funding projects that will improve the quality of life for the young people 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 young people. The Foundation aims to support creative approaches to community needs and problems that benefit the widest possible range of people. The YOUTH Council has an ongoing program for studying the assets, needs and concerns of the young people of Hillsdale County, and they regularly identify areas of opportunity that guide decision-making regarding grants. A copy of these survey results is available upon request.

2. Eligibility

The YOUTH welcome grant applications from the Hillsdale County area or outside Hillsdale County if a significant number of the youth to be served reside within Hillsdale County. Applicants shall be tax exempt according to Section 501(c)(3) of the Internal Revenue Code, an educational institution, or a governmental unit. ***Grant requests must include youth in the planning and implementation of the project.*** The application must be filled out by the youth of the applying organization, with the only exception being a project involving very young children. Please contact the Youth Coordinator for exemption authorization.

3. Funds

The Kellogg Youth Advisory Fund is a special endowment fund made possible by an initial challenge grant from the W.K. Kellogg Foundation. This Fund is now a part of the Hillsdale County Community Foundation. Income from this Fund must be used for projects that involve and benefit young people under 21 years of age throughout Hillsdale County.

4. Grant Making Policies

The YOUTH give 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 or YOUTH Coordinator 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 (including supporting documents, such as quotes for materials, etc.)
5. A letter of approval from the agency/organization's governing board

Unfortunately, applications can not 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 YOUTH feel it is in the best interests of everyone if the applicant chooses the project or program with the highest funding priority. The YOUTH will also set aside grant funds each year for Mini-Grants. The requirements for Mini-Grants differ slightly from those for the regular grant cycles, and an explanation of these guidelines is available upon request.

Upon submission, your application and accompanying materials become the property of the HCCF YOUTH and will be used as deemed appropriate by the Foundation. They may be reviewed with community planning agencies and other individuals and organizations as the YOUTH assess 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.

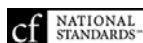
The applicant(s) will be asked to appear in person to present their request and answer questions not adequately covered in the grant application. The YOUTH will give you advance notice as to meeting time and place. This is not a requirement and will have no part in their decision if you are unable to present, but it is recommended that applicants make every effort to be available for a presentation.

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. YOUTH 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 YOUTH receive 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