

Huntington County Community Foundation MAKE A DIFFERENCE GRANT Application Guidelines

On or before the third Mondays of October and April of each year, the Huntington County Community Foundation will receive MAKE A DIFFERENCE GRANT applications from applicants seeking funding for charitable purposes that will make a positive material difference in Huntington County.

- The applicant must be a charitable or not for profit entity exempt from taxation
- The proposed grant must qualify for tax exempt funding under federal law
- All Information in a grant application is public

ELIGIBILITY:

Grant areas to be considered include, but are not limited to:

- Arts and Culture
- Education
- Recreation
- Health and Human Services
- Environment/Nature
- Civic Affairs
- Safety
- Community Development
- Capital funding and/or start up expenses, preferably matching or last dollar funding. (The smaller percentage of the project's total cost to be funded by the grant, the greater the potential for grant approval.)

GRANT DECISIONS:

Completeness, merit, and quality of the application shall be material considerations in making grant funding decisions. Important factors include, but are not limited to:

- Beneficial impact upon Huntington County (immediate and/or ongoing potential effect)
- Competing known and anticipated community needs which may be eligible for and seek funding
- Number of persons benefited/affected by the proposal
- A clear, complete, and comprehensible statement of particulars:
 - Needs to be addressed
 - Proposed actions to meet the stated needs
 - Stated measurable goals for the requested funding
 - Capability and likelihood of applicant achieving the stated goals of the proposed grant

Grants will not be awarded to fund:

- Operational or Ongoing recurring (within 60 months) cost of the program
- Political projects or campaigns
- Projects of applicants, or project owners, with taxing authority (e.g. school corporations; units of government).

**Huntington County Community Foundation
Grant Application**

Date of Application: _____

Organization Name: _____

Address: _____

Chief Administrator/Name & Title: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

**Part I – Grant Request Information
Summary of Request**

Describe purpose of the proposed project, measurable objectives to be achieved, persons served, program activities and plans to evaluate success. Indicated the specific use for Community Foundation dollars.

Financial Information:

Total cost of **Proposed Project**: _____

Amount Requested: _____

Request as % of **Total Project**: _____

Other Funding for **Proposed Project**: _____ Potential/Committed Amount _____

What are the plans for long-term funding of this **Project**?

Part II – Organizational Data

Provide a summary of your organization including a brief history, mission statement, major programs provided.

Applicant's operating budget for the current year:

Income: \$

Expenses: \$

List major sources of support for the **organization** and percent of the total each provides:

Funding Sources(s)

Percent of Total

Part III – Proposal Submission

Submit one “Original” set and seven additional sets. Place items in this order:

1. Grant application
2. Governing body roster, with names, addresses, terms serving. Identify officers.
3. Detailed budget for the program justifying the amount of funding request. Identify all projected income and expenses.
4. Most recent year-end financial statement.
5. Current budget for the total program.
6. IRS Tax-exempt Status Letter – 501(c)3 letter. **
7. Articles of Incorporation. **
8. Strategic or Long-Range Plan.
9. Resume of person who will directly manage the project.

** One copy needed in original set only, unless sent previously (verify with HCCF that copy is on file).

Check off documents provided and write corresponding number in the right hand corner of each document. Please indicate if item is not applicable. Also indicate which is the original copy.

Huntington County Community Foundation
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260-356-0921 (Fax)