

# General Grant Guideline Information

Cycle Deadlines - March 1, June 1, September 1, December 1



P.O. Box 1108  
Hendersonville, NC 28793  
Phone: (828) 697-6224  
Fax: (828) 696-4026

The Community Foundation of Henderson County makes grants to tax-exempt organizations, 501(c)(3) organizations, operating programs in Henderson County or programs for the benefit of the residents of Henderson County. It is the intent of the Foundation's grantmaking program to fund projects that promote cooperation and collaboration among organizations without duplication of services. The Foundation encourages creative and collaborative proposals which address the following interest areas.

## Grant Making Interest Areas

Arts and Culture  
Civic Affairs  
Conservation  
Education  
Health  
Human Services

## Impact Focus Areas

In addition, the Foundation will be giving special consideration to proposals which effect the following impact focus areas:

- ***Challenges and opportunities afforded by growth in Henderson County***
- ***Poverty and its effects on Henderson County***
- ***Access to Health and Mental Health Services***
- ***Public Access to the Arts***

*It is recommended that prospective applicants contact the Foundation Program Office well in advance of the deadline dates to discuss their request.*

## FUNDING GUIDELINES

The Community Foundation of Henderson County encourages proposals that:

- ★ demonstrate collaboration
- ★ affect a broad segment of the population
- ★ are relevant to overall community needs and available resources
- ★ enhance or improve organizations which serve clients whose needs are not met by existing services and which encourage client independence, self-sufficiency and responsibility
- ★ emphasize prevention and early intervention

In addition, the Foundation is inclined to give favorable consideration to proposals that:

- ★ are pilot programs that can clearly be used as a model for others
- ★ have reasonable prospects for future support
- ★ move the community to a higher cultural awareness

Unrestricted funds will not be used for:

- ★ programs outside of Henderson County unless directly benefiting Henderson County
- ★ annual fund campaigns
- ★ religious or political purposes
- ★ individuals (including scholarships)
- ★ organizations which have not been determined to be tax-exempt as described in Section 509 (a)(1) and 170B (1)(a) of the Internal Revenue Code
- ★ augmenting endowments
- ★ underwriting for fund raising events and performances

Unrestricted funds will normally not be used for:

- ★ organizations whose primary function is to allocate funds to other charitable organizations or projects
- ★ second year funding or multi-year funding
- ★ routine operating support for ongoing programs
- ★ conferences, seminars, workshops etc.

## Health and Human Services Requests

Non-profit organizations requesting grants of greater than \$2,000 from the Community Foundation of Henderson County in the area of **health and human services**, must be accredited or actively seeking full accreditation from the Alliance for Human Services. New organizations requesting grants must meet minimum standards as established by the Community Foundation Board of Directors and demonstrate their intent to actively seek full accreditation from the Alliance for Human Services. Contact Community Foundation Program Office for minimum standards.

# General Grant Guideline Information

Continued

8/1/07

## GRANT AWARD ANNOUNCEMENTS

Grant awards are normally announced within 2 months of the cycle deadline for which the proposal is submitted. The Grant Committee reviews all eligible grant applications and makes final award decisions.

## GRANT APPLICATION PROCEDURE

Grant applications must include the following information:

- ❖ Community Foundation of Henderson County official Grant Application.
- ❖ Copy of the applicant's tax-exemption letter from the US Internal Revenue Service. Applicants must be Henderson County organizations exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code. If an organization is not a 501 (c)(3) then it must have an organization with a 501 (c)(3) designation act as its fiscal agent. A letter signed by the president or chair of the Board of Directors of the fiscal agent stating its Board's approval of this action is required.
- ❖ Copy of the most recent audit or year-end financial statement showing sources of income and expenses **and** the most recent monthly financial statement.
- ❖ Budget for proposed project including expenses and income, delineating how funds from the Community Foundation will be used. (Do not exceed one page)
- ❖ List of the members of the Board of Directors and Officers including address, phone number and principal occupation.
- ❖ Copy of the Accreditation Award from the Alliance for Human Services or a statement from the Alliance indicating that the organization is actively seeking accreditation. New non-profit organizations must meet a minimum set of standards available from the Community Foundation office. (Applies to Health and Human Service organizations only)

The Grant Application must be received by the Community Foundation prior to 5:00 P.M. on the working day or before the cycle deadline.

An "on-site" visit to the applying organization may be required and will be scheduled by the Program Office.

All grants will be monitored by the Foundation Program Office for the duration of the grant period.

Grants are ordinarily made for one year only. However, when circumstances justify, a commitment for second year or multi-year support may be arranged.

The Community Foundation of Henderson County, Inc. **normally** will not award more than one grant to the same program or agency during a twelve-month period.

When the Foundation does authorize a grant, the applicant is officially notified by mail. The applicant is required to sign a grant agreement supplied by the Community Foundation, which must be returned to the Community Foundation office prior to payment of the grant.

## ACCOUNTABILITY

All grant recipients must report on the expenditure of grant funds and the results of the projects supported. A schedule of the reports will be shown on the Grant Agreement. Any money not spent for the specific purpose of the grant must be returned to the Community Foundation of Henderson County, Inc. and cannot be diverted to other uses without the express approval of the Foundation's Board of Directors.