

Perry N. Rudnick Endowment Fund - Grant Guidelines

Funding Cycles Begin – January 1 and July 1



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The **Perry N. Rudnick Fund** is a component fund of the Community Foundation of Henderson County.

It is the intent of all Community Foundation of Henderson County grantmaking to fund projects that promote cooperation and collaboration among organizations without duplication of services.

It is recommended that prospective applicants contact Lee Henderson-Hill, Senior Program Officer well in advance of the Letter of Intent deadline dates to discuss your request.

7/15

FUNDING GUIDELINES FOR Buncombe, Henderson, Polk and Transylvania Counties

The purpose of the Perry N. Rudnick Grantmaking Program is to make a difference in people's lives. Grants will generally be used for specific projects and not operating expenses. Successful grant applications will be from organizations primarily located in **Buncombe, Henderson, Polk and Transylvania Counties**.

The **Perry N. Rudnick Fund** 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
- have reasonable prospects for future support

Perry N. Rudnick grant funds will not be used for:

- grants to 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 of endowments

GRANT MAKING INTEREST AREAS OF THE RUDNICK FUND INCLUDE:

Arts and Culture
Conservation
Education
Health
Human Services
Youth

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Continued

APPLICATION PROCEDURE

The Perry N. Rudnick Fund Advisors have developed a procedure for submission and evaluation of grant proposals. The Advisors of the Fund carefully review and consider first a “**Letter of Intent**” as submitted by prospective grantees. From these Letters of Intent, the Advisors will select a pool of organizations to be “**Invited**” to submit a **Full Proposal**.

Some requests meeting the funding guidelines may be declined as many more Letters of Intent are received than funds are available for grants. The Advisors reserve the right to hold a request until the next funding cycle.

ANNUAL APPLICATION DEADLINES FOR SUBMISSION OF LETTER OF INTENT:

January 1

July 1

All materials must be received by the Community Foundation of Henderson County prior to 5:00 P.M. on the working day on or before the published cycle deadlines.

LETTERS OF INTENT

The Letter of Intent narrative should be no more than two pages, plus the required documentation. Letters that exceed the page limit will not be considered.

Letters should include the following information: (In this order)

- Name and address of legal grant recipient organization
- Contact person and title with telephone, fax and email information
- Description of organization and mission
- Geographic location and profile of the community to benefit from grant funds
- Project title and description of project that includes the amount of funding you would be requesting
- Estimated project cost detailing how grant funds would be used
- Community or organization need(s) to be addressed by the proposed project
- Anticipated outcomes
- Plans for future funding of the project

Please include the following additional documentation:

- Project budget
- 501(c)(3) IRS tax exemption letter
- List of the organization’s Board of Directors

FULL PROPOSALS (For Selected Organizations Only)

Selected organizations will be **invited to submit** a more detailed proposal for consideration. Those selected will receive a Full Proposal Application. Proposals will be reviewed and interviews or site visits may be conducted by the Advisors. The Fund Advisors will make funding recommendations to the Community Foundation of Henderson County Board of Directors for final approval.

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.

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 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 within twelve months of the grant date. 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.