



## **HENRY COUNTY COMMUNITY FOUNDATION, INC. GRANTS PROGRAM**

### **The Henry County Community Foundation, Inc. – A Community Foundation**

The Henry County Community Foundation was established by the 1924 graduating class of New Castle High School with a gift of \$100. Since then, the Foundation has been funded by bequests from the estates of local citizens. The purpose of the Foundation has been to distribute donated funds for the benefit of the people of New Castle and Henry County.

The Henry County Community Foundation was incorporated in 1985 as a community foundation. It is a public trust which secures permanent funds for philanthropic purposes. Its mission is:

- ... To help where the needs are the greatest and the benefits to the community and its citizens are most substantial
- ... To provide public-spirited donors a vehicle for using their gifts in the best possible way now and in the future as conditions inevitably change
- ...And to provide excellent stewardship of those gifts which it receives.

### **Areas of Interest**

As a community foundation, the Henry County Community Foundation addresses the broad needs in Henry County which include, but are not limited to, the following five categories:

- 1. HEALTH AND MEDICAL** – to include the support of hospitals, rehabilitation centers, not-for-profit health and medical related programs including safety and wellness and recreational programs;
- 2. SOCIAL SERVICES** – to include the support of human service organizations, programs for children and youth, and services to the aged;
- 3. EDUCATION** – to include support for programs in pre-school, elementary, secondary, and post-secondary education, scholarships, and special education programs;
- 4. CULTURAL AFFAIRS** – to include the support of programs and facilities which are designed to establish a diversified county cultural program that offers widespread opportunities for participation and appreciation; and
- 5. CIVIC AFFAIRS** – to include the support of programs and facilities related to criminal justice, community development, employment, citizens' involvement, leadership training, and other community activities.

## **Grant Guidelines, Policies and Evaluation Criteria**

In order to most effectively fulfill its philanthropic responsibilities in Henry County within the limits of its resources, the Henry County Community Foundation's grant program will emphasize change-oriented and focused types of grants. The grants program will be operated in accordance with the following guidelines and policies:

### **1. GRANT GUIDELINES**

- a. That the Foundation's grants program will strive to anticipate the changing needs of community and be flexible in responding to them;
- b. That it be change-oriented and problem-solving in nature with emphasis on project support rather than for ongoing general operating support;
- c. That it will focus on those types of grants which will have the greatest benefit per dollar granted;
- d. That it encourage the participation of other contributions by using matching challenges and other grant techniques;
- e. That, where possible, it closely relates and coordinates with the programs of other sources for funding such as the government, other foundations, and associations;
- f. That, where possible, it will induce grant recipients to achieve certain objectives such as becoming more efficient, increasing fund-raising capabilities, delivering better products, etc.

### **2. GRANT POLICIES**

- a. Organizations may only receive funding through the community grant once every 12 months; unless the organization has received permission from HCCF for an emergent need.
- b. That grants will be made to organizations whose programs benefit the residents of Henry County;
- c. That grants will be made only to organizations which provide for a responsible fiscal agent and adequate accounting procedures;
- d. That no grants will be made solely to individuals but can be made for the benefit of certain individuals for such purposes as scholarships and special programs through education institutions and other sponsoring recipient organizations;
- e. That, generally, grants will not be made to enable individuals or groups of individuals to attend seminars or take trips except where there are special circumstances which will benefit the community;
- f. That no grants will be made specifically for sectarian religious purposes but can be made to religious organizations for general community programs;
- g. That no grants will be made exclusively for endowment purposes of recipient organizations.
- h. No grant requests for capital projects will be accepted, unless the applying organization is the owner of the building/land where the capital project will take place.

- i. That, generally, no grant proposals will be considered by the Henry County Community Foundation which have been proposed by individuals or organizations that are not charitable organizations.
- j. That, generally, grants will not be made for programs and/or equipment which were committed to prior to the submission of grant application;
- k. That, final grant evaluation reports will be required to be submitted by the grantees.

These grant guidelines and policies apply only to the unrestricted philanthropic funds of the Henry County Community Foundation and not to those funds for which the beneficiary or beneficiaries have been designated by the donor or for which the donor has restricted the use of a particular fund to a specific charitable purpose or geographic area. Those designated and restricted funds will be administered separately in relation to their respective donor agreements.

### **3. GRANT EVALUATION CRITERIA**

In reviewing grant proposals, the Henry County Community Foundation generally utilizes the following evaluation criteria:

- a. Is there an established need for the program or project for which the grant is requested?
- b. Is it appropriate for the Foundation to make a grant for the requested purpose, or are there other more compatible sources for potential funding?
- c. Does the Henry County Community Foundation have adequate resources to effectively respond to this need?
- d. Is it for the good of the community?

## **Grant Application Process**

### **1. Letter of Intent: *Beginning in Fall 2022***

Any organization wishing to apply for a grant through the Henry County Community Foundation must complete a letter of intent explaining the desired grant funding. The letter of intent should contain a brief statement of the applicant's need(s) for assistance, a statement of how this project would benefit the community, why this project is important for HCCF to support, and enough information for a thorough review. After review, selected organizations will be invited to submit a full proposal.

### **2. General Information:**

All requests for grants are reviewed by the Henry County Community Foundation's Grants Committee, which is made up of members of the Board of Directors and several outside advisers. Reviews and recommendations are then presented to the full Board of Directors at its regularly scheduled meetings in March and September, at which time all final grant decisions are made. However, the Board reserves the right to consider individual requests at any regularly scheduled meeting, if deemed necessary.

All grant applicants will be notified in writing with respect to the grant decisions of the Foundation's Board of Directors. This correspondence will state whether or not a grant was made and will state the purpose for which it was approved. The Henry County Community Foundation will periodically review each grant award and will require a final evaluation report from each grantee.

### **3. Application Procedure**

The Henry County Community Foundation, Inc. has an application form for the use of organizations seeking grants, which includes requests for the following:

- a. A brief summary of the background and purpose of the grant request and how it will benefit the community. This summary should include the proposed grant period, budget and proposed cash flow plan;
- b. A copy of the applicant organization's 501 (c) (3) tax exemption letter from the Internal Revenue Service;
- c. A list of members of the governing board of the applicant organization;
- d. A copy of the applicant organization's most recent financial statement; and
- e. A list of other funding organizations to which the grant application has been submitted.

The Henry County Community Foundation will consider only those applications which include the above information.

It is the general policy of the Henry County Community Foundation to operate without discrimination as to age, race, religion, sex or national origin in the overall administration of the Foundation and in the consideration of grant requests from agencies and organizations.