

Huron Community Foundation Grant Guidelines

The Huron Community Foundation accepts grant applications from January 1 through February 1 each year. The foundation Advisory Council reviews applications and determines grant awards during the period of February 1 – March 1. All grant applicants will be notified of the status of their application by March.

Organizations that have been IRS verified and have a non-profit Tax ID Number are eligible to receive a direct grant distribution from the HCF.

Administration of Grant Awards

Grants awards may only be used for the purposes stated on the application. The foundation may require a site visit to monitor progress and confirm accomplishment of project objectives. Applicants must inform the foundation office in writing of any significant changes in project status, organizational status, or revision of project scope. An Advisory Council member or member(s) will be assigned as a liaison to the Applicant for duration of the grant process.

Verification of project progress is required prior to distribution of grant funds. All projects are expected to be completed and grant monies expended within the **calendar year** except in the case of multi-year awards. Requests for a change in project eligible expenses or an extension of time to complete work must be submitted to the foundation in writing and approved prior to expenditure of grant funds to avoid default on the grant award.

Organizations receiving grant awards are required to complete a brief *Huron Community Foundation Grant Review* form and send it to the foundation within 60 days of expenditure of grant funds. The form is available under “Grant Applications” at www.HuronCommunityFoundation.org. Failure to submit the Grant Review form will negatively impact applications for future grants.

Foundation Grant Guidelines

The Huron Community Foundation accepts grant applications that are directed towards specific local projects or programs that fulfill a community need and preferably involve tangible, measurable outcomes. The following guidelines will be used to determine eligibility of their project for a grant.

1. **Grant Application Review** – Applications are reviewed for funding by the foundation in consideration of the following factors:
 - Community benefit of the project
 - Number of people impacted
 - Matching funds for project
 - Cost per person impacted by the project
 - Likelihood of continued success in subsequent years
 - Community support / volunteer participation
2. **Amount of Grant Awards** - Grant awards are generally approved in the range of \$500 to \$10,000 per project, with the exception of those permitted in Section 3 relating to large projects or multi-year awards.

3. **Large Projects or Multi-Year Awards** – Grant awards that exceed \$10,000 dollars, multi-year awards, or a combination thereof, are reserved exclusively for projects the foundation determines will have a significant community-wide impact.
4. **Seed Grants** - Applications requesting start-up money must provide evidence detailing a need for the project, community support for the concept, and a probability for ongoing success.
5. **Innovative Projects** - The foundation supports ongoing well-established projects, as well as funding projects designed to address community needs using new and innovative approaches.
6. **Capital Improvements** - Capital improvement projects for new or remodeled facilities are eligible for funding. In addition to having a community-wide impact, favorable applications should have funding from multiple sources, rather than relying solely on Huron Community Foundation funds. Capital improvement grants will not be distributed until all project funds are secured.
7. **Challenge Grants** - When the foundation perceives the need for more local involvement and community ownership of a project, it may issue a challenge grant. In these instances, foundation funding will be contingent upon successful acquisition of the challenge grant funds by the applicant organization.
8. **Consecutive Year Grants** - To avoid undue reliance on foundation grant funds, specific projects/programs are generally not eligible for grant awards for more than two consecutive years. This provision does not apply to awards allocated by family sub funds.
9. **Partnerships** - Applications received from a partnership of two or more organizations will be considered if their proposal meets the guidelines of the foundation. However, communications and accountability to the foundation must be established with one organization.
10. **Ineligible Expenses** - Grant applications for religious purposes, political interests, endowments, reoccurring programs, ongoing operations, overhead expenses, payroll, loans, interest on loans, elimination of budget deficits, and annual fund drives are not eligible for awards. This provision does not apply to awards allocated by family sub funds.
11. **Discrimination** - Applications from agencies offering services exclusively to one gender, age group or race will be closely scrutinized for discriminatory practices. Funding will be based on the demonstrated needs of the individuals being served.
12. **Applicant Stability** - The foundation desires to award grants to a balance of both new, and well-established, projects and organizations. Prerequisites for a grant award to an organization include: effective leadership, appropriate advance project planning, engaged project team, and ability to be accountable for foundation funds.
13. **Exceptions** - The foundation may make an exception to any printed policy or guideline by a two-thirds vote of those present and voting on grant applications. The motion to approve an exception must state the rationale for making the exception. Exceptions approved in one instance do not constitute precedent for future exceptions.

Grant Application Questions

Questions or clarifications relating to foundation grant guidelines may be emailed to hcf@huronsd.com.