

# Huron Community Foundation Grant Guidelines

The Huron Community Foundation accepts grant applications from February 15 through March 15 each year. The Foundation Board of Directors reviews applications and determines grant awards during April. All grant applicants will be notified of the status of their application by May 1.

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. Organizations that have not been IRS verified may still be eligible to receive a grant, however they may be required to submit additional documentation to the Foundation upon grant approval.

## 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.

Verification of project progress is required prior to distribution of grant funds. All projects are expected to be completed and grant monies expended within 12 months of the grant award unless otherwise approved by the Foundation in writing. 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](http://www.HuronCommunityFoundation.org). Failure to submit the Grant Review form may negatively impact applications for future grants.

## Foundation Grant Guidelines

The Huron Community Foundation accepts grant applications that are directed towards specific projects or programs that fulfill a community need and preferably involve tangible, measurable outcomes. The following guidelines may be used by prospective applicants to determine eligibility of their project for a grant, as well as understanding how their application will be scored by the Foundation.

- 1. Scoring of Grant Applications** – Applications are scored by the Foundation using a scoring matrix. The Foundation's primary scoring factors are:
  - 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. Multi-year grant awards will be reviewed each year to determine that project progress meets the expectations of the Foundation and that it remains eligible for continued funding. Periodic project updates may be required by the Foundation.
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 will 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.
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 activities, endowments, reoccurring programs, ongoing operations, overhead expenses, payroll, loans, interest on loans, elimination of budget deficits, and annual fund drives are generally not eligible for awards.
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](mailto:hcf@huronsd.com) or mailed to Huron Community Foundation, 1725 Dakota Avenue S, Huron, SD 57350.

