

## Hobart Community Fund Grant Process

1. Grants will given out 2 times per year.
2. Grants will total about \$10,000 per year (\$5,000 per grant period).
3. Approx. Timetable
  - Dec 15 - A letter is sent out to local organizations letting them know we are offering grants and how to apply.
  - Mar 15 - Deadline for receipt of grant applications.
  - Apr 1 - Grant Committee meets and recommends grants.
  - Apr 15 - Board approves grants
  - Apr 30 - Grants are paid out.
  
  - Jun 15 - A letter is sent out to local organizations letting them know we are offering grants and how to apply.
  - Sep 15 - Deadline for receipt of grant applications.
  - Oct 1 - Grant Committee meets and recommends grants.
  - Oct 15 - Board approves grants.
  - Oct 31 - Grants are paid out.

# Hobart Community Fund Grant Application

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Finish Date: \_\_\_\_\_

Attach a project description up to 3 pages in length that describes the project and answers the following questions:

1. Detailed project budget describing how the money will be spent.
2. List proposed vendor(s) where money will be spent.
3. What is the need for the project?
4. What will you do to address the need?
5. Will you use volunteers in the project? If yes, describe.
6. Who will receive services/participate in activities?
7. Where will the services/activities take place?
8. Will you partner with other organizations for this project? If yes, describe the role each will play.
9. How will your organization know if the project is successful?
10. Who will provide a report to the Hobart Community Fund when the grant is complete?

You may also want to attach:

1. a list of your organization's Board of Directors;
2. an IRS Letter of Determination, memorandum of Understanding or other document that indicates that your organization is a nonprofit; and
3. a recent financial statement for your organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Hobart Community Fund Grant Requirements**

To receive a grant from the Hobart Community Fund:

1. The application must be completed and received by the Hobart Community Fund before the deadline;
2. Grants are usually made to non-profit organizations exempt from federal taxation under section 501(C) 3 of the Internal Revenue Code and to other charitable civic organizations.
3. The organization must include references to the Hobart Community Fund as the funding organization in all publicity associated with the project;
4. The organization must submit a post project report to the Hobart Community Fund once the project is complete that includes photo(s).
5. The majority of the benefits from the project should be directed to residents of the City of Hobart. The project should take place within the City of Hobart.
6. Grants are primarily awarded to underwrite program expenses or to fund capital expenditures.
7. Grants are usually not made for endowment or re-granting purposes.
8. No grants may be used for any political campaign, or to support attempts to influence the legislature of any governmental body.
9. The Hobart Community Fund operates without discrimination as to age, race, religion, sex, disability or national origin in the consideration of grant requests. The Hobart Community Fund funds only grant seekers who do not unlawfully discriminate as to age, race, religion, sex, disability or national origin.