



Hendricks County
COMMUNITY FOUNDATION



Habit of the Heart Fund Grant Guidelines

1. The purpose of the Habit of the Heart Fund is to provide assistance to Hendricks County women and children in emergency need.
2. A Grant Committee consisting of seven members of the Habit of the Heart General Membership serves the following purposes:
 - a. Determine criteria for making grants and reviews/modifies the Student Emergency Request Form on an annual basis.
 - b. Discuss grant requests and approve or deny funding according to these guidelines
 - c. Listen to and observe presentations by various organization/persons with special funding requests and approve or deny funding.
 - d. Gives the Executive Director (ED) authority to award grants up to \$250. If the amount is over \$250, the ED notifies the Grant Committee and awaits approval by majority of the Grant Committee.
3. Annually, the Grant Committee is responsible for providing the current Grant Guidelines and most recent Student Emergency Request Form to the Outreach Committee for distribution to Hendricks County school principals, guidance counselors and school nurses explaining that funds are available for emergency needs which include eye glasses, hearing aids, clothing and other essential items or needs that impede the student's learning. Requests for rent and utilities will NOT be considered.
4. The Executive Director or volunteer from the Grant Committee will interview the school representative about the specific circumstances of the student. If the emergency need qualifies, the ED or volunteer approves the grant to be paid.
5. The school representative will work with the student's parents or guardian to schedule appointments, transportation, and other details.
6. Relationships have been established between certain vendors and the Community Foundation (HCCF). In some cases, an invoice is sent after services are completed to HCCF and is paid from the Habit of the Heart Fund. In other cases, payment may be required up front or at the time services are rendered. In these cases payment may be made by check, credit card, or may require gift cards to be purchased. In the event that gift cards are purchased, it is the recommendation of the Grant Committee that the school representative accompany the student and parent/guardian in purchasing the necessary items. The Grant Committee requests that receipts are submitted to HCCF for any gift cards purchased.