



Hendricks County
COMMUNITY FOUNDATION

2012 Deedee Daniel Opportunity Fund Grant Cycle

Created and approved by HCCF Grant Committee: September 19, 2011

Grant Cycle Deadlines

There will be two grant cycles in 2012.

Cycle 1:

- Grant Applications accepted December 1, 2011 – January 11, 2012
- Award or denial notification by March 15, 2012

Cycle 2:

- Grant Applications accepted June 1, 2012 – June 29, 2012
- Award or denial notification by August 15, 2012

Grant monies awarded must be used within one year of the grant date.

Grant Cycle Criteria

- Grants will only be made to a nonprofit organization or a qualified charitable project that benefits Hendricks County and its communities.
- Project must fall into one or more of these program areas:
 - *Arts and Culture* – including but not limited to art appreciation, public display of art, art conservation and audience development
 - *Community Development* – including but not limited to leadership development, community activities and quality of life enhancement
 - *Education* – including but not limited to contemporary education issues, special needs and positive educational development
 - *Environment* – including but not limited to parks, recreation and environmental enhancement and awareness
 - *Health and Human Services* – including but not limited to services to families and individuals in economic stress and programs addressing elder and special need issues
 - *Youth* – including but not limited to youth leadership and development
- Operating expenses will be considered for grants in 2012
- Organizations may apply for grant support of no more than \$5,000.
- HCCF reserves the right to offer a grant with a matching stipulation

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Grant Application

The grant application should be limited to **no more than 4 pages** and should include:

1. ORGANIZATION INFORMATION

- a. Provide the organization name and contact information for person completing grant application. Include name, mailing address, phone number and email address
- b. Provide a copy of the organization's Internal Revenue Service determination letter which includes federal tax exemption status and federal identification number. If organization does not have one, explain tax status.
- c. Describe the organization; including its mission.
- d. Provide the organization's purpose in the community and whom it serves.

2. PROJECT INFORMATION

- a. Provide project name
- b. Give purpose of the project. Indicate if the project is new or existing.
- c. Describe the program area(s) of the project [see descriptions on page 1].
- d. Describe the need in Hendricks County that the project addresses. Indicate if the project is a best practice.
- e. Indicate if other Hendricks County organizations have similar projects.
- f. Describe how the project will benefit people in Hendricks County. Indicate how many people the project is expected to serve. If the organization is located outside of Hendricks County, please provide the total number expected to serve as well as number expected to serve in Hendricks County.
- g. Indicate other Hendricks County organizations that are collaborating on the project.
- h. Outline the plan to accomplish the project, including a timeline. [If granted, grant monies must be used within one year.]
- i. Provide the total cost of the project. Include an expense itemization.
- j. Provide amount being requested and the percentage of the total cost this request constitutes.
- k. List other sources or potential sources of financial support for the project. Include long-term vision for funding the project.
- l. Describe plan for project if it is not completely funded. Indicate what items are most crucial to the success of the project.

3. PROJECT EVALUATION

- a. Provide a plan to evaluate the project.
- b. Indicate specific outcomes expected from the project.

4. REQUIRED ATTACHMENTS TO THE APPLICATION

- a. A list of current Board of Directors, if applicable.
- b. An operating budget for the current year & most recent financial statement.

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Submitting Grant Application

- Make sure the organization name is on each page submitted.
- Provide application electronically, pdf document is preferred.
- Applications must be received by **Wednesday, January 11, 2012 or June 29, 2012.**
- Send applications to Susan Rozzi at susan@hendrickscountycf.org.
- ***Confirmation that grant application was received will be sent within 24 hours. It is the applicant's responsibility to call Susan Rozzi at 317.718.1200 if confirmation is not received.***

Questions

Please contact Susan Rozzi at susan@hendrickscountycf.org or 317.718.1200.

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