

## 2011 Fund for Hutchinson Grant Application Guidelines

### OUR VISION

Increased philanthropy and improved quality of life for the communities we serve.

### OUR MISSION

To connect donors to community needs, increase philanthropy, and provide leadership on key community issues.

### CRITERIA FOR FUNDING PROPOSALS

#### Who Can Apply?

Proposals should be from organizations that are exempt from federal income tax under Section 501(c)(3) and who serve Reno County. Special purpose units of government can apply for support of innovative projects. Grant proposals will not be considered from individuals or non-qualifying organizations.

#### Which projects will be given priority in funding?

##### Need

There is a demonstrable need for this project and the organization is in a key position to meet that need.

##### Feasibility

Projects that present a well thought-out strategy for achieving goals with a cost-effective budget.

##### Collaboration

Projects that leverage resources to optimize shared goals of multiple organizations.

##### Effective Organizations

Projects that expand or improve the effective services of established organizations.

##### Outcomes Measurement

Projects with reasonable and effective measurement or evaluation tools to demonstrate impact of outcomes.

##### Innovation

Projects that represent new and promising approaches to unmet community needs.

### PROCEDURE FOR SUBMITTING PROPOSALS

Applicants may obtain an electronic copy of the application by e-mailing [janet@hutchcf.org](mailto:janet@hutchcf.org) or by downloading a copy on our website at [www.hutchcf.org](http://www.hutchcf.org). Please note that completed proposals must be submitted in hard copy and **will not be accepted via email.**

A requesting organization must submit the following items:

- **Thirteen** copies of the completed grant proposal which includes:
  - a. Grant Proposal Application
  - b. List of Board Directors including names, titles and affiliations (i.e. Name of Employer, Retired, or Community Volunteer).
- **One** copy of the organization's current IRS determination letter Section 501(c)(3) or Section 509(a), if available.
- **One** copy of financial statements from the organization's most recent year-end, including audited statements if available.

#### Proposal Assembly

- Do not submit individual proposals in any type of folder or binder.
- **Staple** and **three-hole-punch** each individual copy of your proposal.
- If you send supplementary materials, include only one copy and do not attach them to or within any of the thirteen copies of your proposal.

#### Proposal Deadline

Proposals are due in the Foundation's office at the First National Bank Building, One North Main, Suite 501, Hutchinson, Kansas by **noon on Monday, August 8, 2011.**

### COMMONLY ASKED QUESTIONS

#### What is your average grant amount?

Our grant amounts usually range from \$500 to \$15,000 – with several \$4,000-5,000 grants each year. It is common for proposals to receive partial funding of the amount requested.

#### Do you fund multi-year proposals?

The Community Foundation has funded some multi-year proposals. These are not common and must present compelling information about the necessity of the multi-year request.

#### Does the Foundation provide information sessions prior to the application submission deadline?

Yes! We will be hosting two technical assistance sessions, Tuesday, June 28th and Thursday, July 21st, 2011

Please call or e-mail Janet Hamilton at 620-663-5293 or [janet@hutchcf.org](mailto:janet@hutchcf.org) for more details. Foundation staff is also available to answer questions prior to the application deadline.