

FOR OFFICE USE ONLY:
Grant # _____
Date Rec'd _____
Exempt Status confirmed by staff _____

**THE HOMER FOUNDATION
GRANT APPLICATION
FY17 Grants Cycle
(July 1, 2016 – June 30, 2017)**

APPLICANT: _____

Please Check: ☐ 501(c)(3) Non-Profit Organization EIN#: _____
☐ IRS Letter of Determination attached.
☐ IRS Letter of Determination on file at the HF, and there have been no changes.
☐ Society/Group* ☐ Individual*
*Expenditure responsibility provided for funds awarded to non-exempt entities.

APPLICANT ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

PHONE #: _____ EMAIL: _____

PROJECT TITLE: _____

PROJECT START/END DATES: _____

TOTAL PROJECT COST: \$ _____

AMOUNT REQUESTED FROM THE HOMER FOUNDATION: \$ _____

Have you ever received a grant from the Homer Foundation? ☐ YES ☐ NO
If yes, provide the grant number for the most recent award: Grant # _____

Are you compliant with the final reporting requirements? ☐ YES ☐ NO
If not, please provide an update for your project.

I certify that the information contained in this application, including all attachments and supporting material, is true and correct. (Signer must be an authorized fiduciary for the organization. Applications from schools must be signed by the building principal and be approved by the school district.)

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

DATE: _____

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I. Grant Narrative: Attach another sheet if you need more room. Please use a separate sheet for budget spreadsheet and budget narrative.

1. Provide a brief description of your organization, society, group, entity, summarizing your mission, goals and objectives.

2. Describe the project for which you are requesting funding. Include a project timeline and an explanation of how the project will benefit the community. If you are partnering with another organization/s please provide a letter/s showing their support of this project.

The Homer Foundation FY17 Grant Cycle

II. Budget:

ORGANIZATION NAME: _____

PROJECT TITLE: _____

PROJECT BUDGET: Please provide complete budget detail for this project (fill in only the blanks that pertain to this project). Include a budget narrative. Use the narrative to explain how Homer Foundation funds would be used, to prioritize your funding needs, and to indicate which revenue sources have been realized and which are pending. Explain any discrepancies.

PROJECT REVENUES:			
	CASH	IN-KIND	TOTAL
<u>Earned Income (list detail):</u>			
Fundraisers			
Fees for Services			
Sales of Goods/Merchandise			
Memberships			
Other (Specify)			
<u>Private Gifts, Grants & Contributions: (list detail)</u>			
Individual Contributions (do not list names)			
Corporations (list names and amounts)			
<u>Homer Foundation Request Amount</u>			
Other Foundations (list names and amounts)			
Other (Specify)			
<u>Government: (list detail):</u>			
Federal			
State			
City of Homer			
Other (Specify)			
<u>Other Income: (list details)</u>			
TOTAL PROJECT REVENUES:			

THE HOMER FOUNDATION GRANT GUIDELINES

(rev. 7.1.14)

FY17 Grants Cycle

(July 1, 2016 – June 30, 2017)

Please read guidelines carefully.

Do not submit a copy of the guidelines with your application.

The Homer Foundation is a publicly supported tax-exempt organization founded in 1991 to enhance and foster charitable and philanthropic giving in the greater Homer Area. This is accomplished by:

- Attracting gifts and bequests from many donors;
- Creating permanent endowments dedicated to improving the quality of life for Homer area citizens forever;
- Managing its funds through cooperative investment and prudent management of its gifts and bequests;

The Homer Foundation seeks to distribute funds in a manner consistent with its Mission Statement and as requested by specific donor interests. The general policy of the Foundation is to fund projects that have a high likelihood of success and will have a long-term, positive impact on the communities we serve.

Our Service Area: southern Kenai Peninsula, from Ninilchik south including the communities across Kachemak Bay.

Our Project Area: preference will be given to projects or programs that take place **within** our service area. However, consideration will be given to projects occurring **outside** our service area if the applicant can establish that direct benefits will accrue to our service area as a result of the project/program.

Who is Eligible to Receive Funds?

- Non-Profit Organizations within our service area recognized by the IRS under section 501(c)(3), and other qualified not-for-profit entities.

- Non-Profit Organizations outside our service area: It is recommended that organizations outside our service area who wish to apply for funding have a local partner and be able to demonstrate how the need for the project was determined. We recommend contacting the Foundation to discuss your project.

- Societies and Groups not recognized by the IRS under section 501(c)(3), but are functioning to enhance the quality of life within our service area are eligible for consideration for projects that benefit the communities we serve.

- Individuals are fund primarily through the various scholarship programs the Foundation administers. Other requests from individuals will be considered on the merit of the project and how it will benefit the community, there must be no benefit to the individual proposing the project. We recommend contacting the Foundation to discuss your project.

Award Process: Awards are made year-round, depending on availability of funds. The Distributions Committee has the authority to approve awards up to \$5000, and responses to applicants at this level can be expected within two weeks. These requests may be 1) approved, 2) declined, or 3) funded at a level

other than amount requested. The Distributions Committee will also consider requests in excess of \$5000. If the Committee supports the application they will forward it to the Board of Trustees, and the full Board will be asked to vote on the decision. Again, grants may be approved, declined or funded at a level other than requested. This process may take as long as three months. The same application form is used, but you may be asked to supply a copy of the organization's current year operating budget, or other support materials.

Applications: All applications must be complete, properly signed, and submitted on the current year application form. Each application must include a project budget (the budget form is also available as an Excel spreadsheet). Larger requests (in excess of \$5,000) will also require the organization's current operating budget. Forms are available from the Homer Foundation, or on our website, www.homerfoundation.org.

- Fax and digital applications will be accepted if legible and include signature of a fiduciary.

Prior Grants Awarded: In FY16 the Homer Foundation awarded over \$258,000 from all sources. A list of past grantees may be found in our annual report, which may be requested from the Foundation and is also posted on the HF website: www.homerfoundation.org.

Letter of Agreement: Once an award is made, applicants are notified by mail. A Letter of Agreement must be signed by a fiduciary of the organization, or if a school, the building principal and returned to the Homer Foundation before an award check will be issued.

Project Report and Final Evaluation: Within 60 days of project completion, grantees are required to submit the Final Evaluation Cover Sheet and a final summary to include: how the funds were expended; how the project benefited the community; copies of publicity; and photographs, if available. Please include the Grant Number with all correspondence.

Other Homer Foundation Grant Programs:

Scholarships: The Homer Foundation manages a variety of scholarship funds. These scholarship programs each have a separate application process. Contact the Homer Foundation for more information, or visit our website: www.homerfoundation.org.

City of Homer Grants Program: The Homer Foundation administers the City of Homer Grants Program. This is an annual grants program supporting grass-roots nonprofit organizations that have a facility and that provide services within the City of Homer. The grant requires a separate application form, and is dependent upon an annual City appropriation. Applications are made available in January after the City has approved their budget.

YAC Grants: The Homer Foundation's Youth Advisory Committee administers an annual grants program for projects affecting youth issues. This grant program is administered by the Youth Advisory Committee and requires a separate application process. Contact the Homer Foundation for more information.

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