

2019 CITY OF HOMER GRANTS PROGRAM
for General Operating Support
Administered by the Homer Foundation
GRANT GUIDELINES

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;
- Distributing funds in a manner consistent with the Foundation's mission and the Donor's interests.

The Homer Foundation's City of Homer Grants program is made possible through an annual allocation from the City of Homer and annual earnings from the City of Homer and Kachemak City endowment funds. Criteria have been established taking into consideration the City of Homer's intent to support locally based non-profit organizations that provide services within the City of Homer, and Kachemak City's intent to support those organizations that provide services within the City of Homer that benefit the residents of Kachemak City.

WHO MAY APPLY:

Organizations must meet all of the following **eligibility** requirements:

- Organization has IRS 501(c)(3) tax exempt status
- Organization has been in existence in Homer a minimum of 3 years
- Organization's primary facility is located within Homer City limits, and core programs, activities and services are offered within the Homer City limits
- Organization is administered locally with a local policy-making board of directors
- Organization had no other financial or in-kind support from the City of Homer in calendar year 2018.

PURPOSE OF FUNDING:

Funding is for general operating support. The number of grants awarded, grant amounts and selection criteria are designed to reward outstanding organizations that provide programs and services that enhance life for the residents of the City of Homer. This is a competitive grants process.

AVAILABILITY OF FUNDS: Funding comes from an annual allocation from the City of Homer and annual earnings from the City of Homer and Kachemak City endowment funds administered at the Homer Foundation. The amount available for 2019 is anticipated to be \$27,732.

APPLICATION: Proposals must be received on the 2019 Homer Foundation City of Homer Grant application form. Applications are available from the Homer Foundation and may be picked up at the office, which is located in the lower level of the Kachemak Bay Title Building located at 3733 Ben Walters Lane, Suite 4, downloaded from our website at www.homerfoundation.org, or requested via phone (907) 235-0541, or email info@homerfoundation.org. Contact the Homer Foundation if you have any problem accessing or using the new form.

Emailed and faxed applications are not accepted. Please call if you have questions regarding your organization's eligibility.

- Provide 8 complete copies of your application.
- Do not make your answers concise; do not submit any attachments that are not requested.
- Please do not put applications into binders, all applications are compiled into 3-ring binders for the review committee.
- The application form is now in a fillable PDF. Please follow the instructions carefully.

PROPOSALS DUE:

Proposals must be received by **5:00 pm, on Friday, February 15, 2019** for consideration in the 2019 funding cycle. Proposals may be mailed or delivered to the Homer Foundation office. Faxed or email applications are not accepted due to the 8 copy requirement.

REVIEW PROCESS:

Staff will review applications to ensure that all eligibility criteria are met. A committee comprised of Foundation Trustees and citizens at large will review eligible proposals and make recommendation to the Homer Foundation Board of Trustees for approval at the March board of trustees meeting. **Notification letters will be mailed by March 31st, 2019**

LETTER OF AGREEMENT:

Successful applicants will be required to sign and return a Letter of Agreement to assure compliance before award checks are issued.

FINAL EVALUATION:

Successful applicants are required to submit a final summary within 60 days of the end of their fiscal year, for the year covered by the grant award. The summary should include an outline how the funds were expended, program evaluation, community impact, and any copies of publicity recognizing the Homer Foundation's City of Homer Grants program. Prior recipients must be current with all final reporting requirements to be eligible.

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