

**THE HOMER FOUNDATION
QUICK RESPONSE GRANT APPLICATION FY19
Grants Cycle
(January 1, 2018 – June 30, 2019)**

APPLICANT NAME:

Please Check: 501(c)(3) Non-Profit Organization EIN#:
509(a)(1) Governmental Unit/School EIN#:
IRS Letter of Determination attached.
IRS Letter of Determination on file at the HF, and there have been no changes.
Society/Group* Expenditure responsibility provided for funds awarded to non-exempt entities.

APPLICANT ADDRESS:

CONTACT PERSON:

TITLE:

PHONE #:

EMAIL:

PROJECT TITLE:

PROJECT START DATE:

PROJECTION COMPLETION DATE:

TOTAL PROJECT COST: \$

DATE FUNDS NEEDED BY:

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 no, please provide an update for your project.

Check the following items before submitting:

- Application signed
- Budget Balanced
- Requested amount aligns with budget
- Guidelines are read and removed

I certify that the information contained in this application, including all attachments and supporting material, is true and correct, and that I have read the guidelines. Signer must be an authorized fiduciary for the organization.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

All grant applications from schools must be approved by the building administrator and signed off or have written authorization from KPBSD District office. This is in accordance with KPBSD Policy.

2. Additional space for project description

II. Budget: BUDGET NARRATIVE: Explain how Homer Foundation funds would be used. Also, indicate if you have funding priorities and which revenue sources have been realized and which are pending, and any other pertinent information.

If your project or budget narrative exceeds available space, please attach additional information.

PROJECT BUDGET: Please provide complete budget detail for this project (fill in only the blanks that pertain to this project). If more space is needed for additional items, contact the Homer Foundation staff for assistance.

PROJECT REVENUES

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

PROJECT EXPENSES

	<u>CASH</u>	<u>IN-KIND</u>	<u>TOTAL</u>
Salaries/fees			
Travel			
Facilities:			
Facilities:			
Facilities:			
Other:			
Other:			
<u>TOTAL PROJECT EXPENSES</u>			
PROFIT/LOSS *			

*This is Total Expenses less Total Revenues and should be a net of \$0.00

THE HOMER FOUNDATION
QUICK RESPONSE GRANT GUIDELINES (v. 11.30.18)
FY19 Grants Cycle
(January 1, 2019 – June 30, 2019)

Please read these guidelines as they have changed.

The Homer Foundation is a publicly supported tax-exempt organization founded in 1991 to enhance and foster charitable and philanthropic activities 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 assesses our grant-making to ensure that we are effectively delivering on our Mission to enhance quality of life in Homer. The Foundation seeks to distribute funds in a manner consistent with its policies including established by donors' 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 goal is to balance the need of current spending while ensuring the preservation of our funds and expenditures into perpetuity, with consideration for the availability of other funding sources and our own resources.

Projects that request funding for recurring expenses, travel, general operating expenses, routine maintenance, capital projects/improvements, fundraising, or projects requesting funding more than once within a twelve-month period are discouraged.

Our Service Area:

southern Kenai Peninsula, from Ninilchik south including the communities across Kachemak Bay.

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.
- **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. Contact the Foundation to discuss your project before submitting an application
- **Individuals** are funded 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 personal benefit to the individual proposing the project. Contact the Foundation to discuss your project before submitting an application.

Applicants must have completed their most recent Homer Foundation grant-funded project in order to be eligible to apply for another grant.

Prior Grants Awarded:

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 Homer Foundation website: www.homerfoundation.org.

Quick Response Grants: \$2500 and under

Applications will be accepted year-round. The maximum award amount is \$2500, the average award is less than the maximum.

The Distributions Committee has the authority to approve awards up to \$2500, and responses to applicants at this level can be expected within thirty days. These requests may be

- 1) Approved
- 2) Declined
- 3) Funded at a level other than requested amount

All applications must be complete, properly signed, and submitted on the current year application form. Each application must include a project 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 fiduciary.

Letter of Agreement:

Once an award is made, applicants are notified by mail. A Letter of Agreement must be signed by to fiduciary of the organization, or if a school, by the building principal and approved by the School District. Checks are issued upon receipt of the signed Letter of Agreement.

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 Distribution Number with all correspondence (located in the upper left hand corner of your Letter of Agreement).

Other Homer Foundation Grant Programs:

For Grant requests over \$2500: Contact the Homer Foundation to discuss your project. These requests require a letter of inquiry, and if favored, an invitation to submit an application is extended. This process may take an additional 1-2 months and requires full board review.

Scholarships: The Homer Foundation manages a variety of scholarship funds. Current year application and guidelines are posted by January 1st, annually. 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 annual budget.

YAC Grants: Contact the Homer Foundation for more information. The Homer Foundation partners with the Homer Middle School National Junior Honor Society to implement the Youth Advisory Committee grants program.

CONTACT: Joy Steward, Ex. Director
Homer Foundation
P.O. Box 2600
Homer, AK 99603

Located in the lower level of the Kachemak Bay Title Building / 3733 Ben Walters Lane, Suite 4, Homer, AK