

## GRANT GUIDELINES and INSTRUCTIONS

### *Northwestern Hometown Community Fund*

**Please read this document carefully and in its entirety before completing the application.**

#### **General Information:**

**Grant Guidelines:** The committee is looking for community programs or projects that utilize innovative and creative approaches to addressing current community needs or for improving the quality of life for residents in the northwestern part of Shelby County. The grants are not for replacement of lost revenue or general operating funds. A limited number of grants will be awarded each year. Programs that do not meet these guidelines cannot be funded. Applications will be accepted from organizations or programs that serve the northwestern geographic area of Shelby County. Projects will generally be funded one time and not for repeat years. Awarded grants are expected to be expended within 12 months of the grant date. Grants cannot be made directly to individuals.

**Instructions:** It's simple. The one-page application cover sheet should be completed and sent along with all required attachments to the committee at the address listed below. Additional applications may be requested by calling 317-392-7955. You will receive a response to your proposal promptly within 30 days.

#### **Tips:**

- Please type the application. It will be more readable for the reviewers.
- Do itemize your expenses in detail.
- Do submit your application in advance of when you plan to start the project. Projects that appear to have started already cannot be funded.
- Do keep your receipts since they are needed as part of the post-grant report process.

**Remember:** It's our goal to make this a simple, user-friendly process that is truly helpful to the community. This means your input is important to us, so if you have comments, concerns, etc., please let us know by including these on a separate sheet with your application.

#### **Deadlines:**

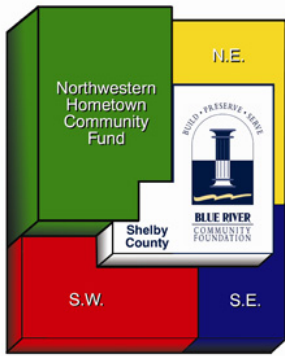
At this time there will be one grant cycle through this committee each year.

Applications must be received by the committee no later than 5:00 p.m. on April 1st.

Applications for the Blue River Community Foundation's community funds are separate from this process and those interested in applying for those grant funds should contact the Foundation office at (317) 392.7955.

Mail completed application to:

Attn: Grant Review Committee  
Northwestern Hometown Community Fund  
5300 W 100 N  
Boggs town, IN 46110



# The Northwestern Hometown Community Fund Grant Proposal Form

*Please note: Deadline for submission is April 1*

## Organization Information:

Organization name:

Mailing address:

Phone: Fax: E-mail:

IRS classification (e.g., 501 (c) (3)): Federal ID #

Note: If your organization is **not** a 501©(3) organization, tell us how the proposed activity is of a **charitable nature**.

Contact person's name, phone and e-mail:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Program/Organization Director Date

## Grant Request Information:

Program Name/equipment for which funding is requested:

Grant amount requested: \$ Total cost of project: \$

How many people will the project benefit? When will project be completed?

## Attachments:

1. One page narrative description of grant request, including information on any partners with the project, who will be overseeing the project, why the project is important for this area of the county, how you plan to sustain the project in the future and how you will move forward with this project if you are not granted the full request amount.
2. Project budget
3. Organization's operating budget (if organization is regional, include only Shelby County info)
4. List of organization's board of directors or organizing committee members and the length of time the organization has been in existence

Mail completed application to:

Attn: NW Grant Review Committee  
c/o BRCF  
54 W. Broadway St., Suite 1  
Shelbyville, IN 46176