



## GRANT GUIDELINES and INSTRUCTIONS

### *Northeastern Hometown Community Fund*

**Grants up to \$5,000 may be awarded**

**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 northeastern part of Shelby County. The grants are not for replacement of lost revenue or general operating funds. A limited number of grants may 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 northeastern 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. Winners will be announced immediately following the Derby Days parade.

#### **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 this year.

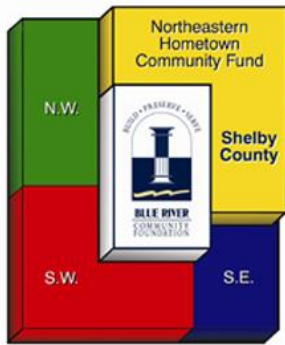
Applications must be postmarked or e-mailed to the committee no later than July 1<sup>st</sup>, 2017.

Mail completed application to:

Attn: Northeastern Hometown Community Fund  
P.O. 318  
Morristown, IN 46161

Or e-mail completed application to:

[brf@blueriverfoundation.com](mailto:brf@blueriverfoundation.com)



# The Northeastern Hometown

## Community Fund

### Grant Proposal Form

*Applications must be postmarked or e-mailed by July 1, 2017*

#### 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(c)(3) organization, please contact BRCF to discuss the nature of your proposed program/project.*

Grant contact person's name, phone and e-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Organization Executive Director/President

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

#### Grant Request Information:

Program Name/equipment for which funding is requested:

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

How many people will the project benefit? \_\_\_\_\_ Projected completion date? \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Attachments:

1. A brief 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 requested amount.
2. Project budget
3. Organization's operating budget (if organization is regional, include only Shelby County info)
4. List of organization's current board of directors or organizing committee members

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