



## HARRISBURG COMMUNITY FOUNDATION GRANTMAKING GUIDELINES

*Revised: March 2022*

### **1. GENERAL**

Harrisburg Community Foundation (HCF) will strive to support a broad spectrum of projects. Determination of recommendation for approval will be based upon need, creativity in addressing community concerns, community volunteer support, and accountability. HCF funds will NOT be awarded to subsidize normal operating expenses. HCF will NOT consider any loan requests.

### **2. MULTI-CYCLE FUNDING**

As a general guideline, no more than a single year of grant funding shall be awarded to any one grantee for the same purpose. If projects require substantial funding to accomplish objectives, applicants should indicate intent to request additional funding in subsequent grant cycles. No guarantee of continued funding will be committed until future grant applications are reviewed. Previously funded projects with good track records should be favorably considered in subsequent grant decisions.

### **3. CHALLENGE OR MATCHING GRANTS**

The Harrisburg Community Foundation requires match funding of at least 50%. When the Board perceives the need for more local involvement and support of a given project in order to establish ownership by the community, it may require challenge grants in any proportion. Grant funding may be contingent upon acquisition of the required matching money.

### **4. PARTNERSHIPS**

Applications received from a partnership of two or more organizations will be considered if their proposal meets the guidelines of the Foundation. However, communications and accountability must be established with one organization.

### **5. VOLUNTEERISM**

Projects that involve significant and continuous volunteer support will be considered more favorably over projects with paid staff.

### **6. NON-DISCRIMINATION**

Applications from organizations offering services exclusively to one gender, age group, or race will be closely scrutinized for discriminatory practices. Funding will be based on the needs of the individuals being served.

### **7. INNOVATION**

A variety of innovative, ongoing, and established projects that address community needs are important to the HCF.

### **8. SEED GRANTS**

Start-up funds will be looked upon favorably if there is supporting evidence indicating a need for the project support and the ongoing probability of its success.

## **9. PUBLIC VS PRIVATE**

The HCF Board will concentrate on funding public nonprofit organizations, but not to the exclusion of organizations that meet the grant guidelines.

## **10. ELIGIBILITY**

Consideration will be made to community civic groups and nonprofits from the community area of Harrisburg, South Dakota. HCF will not make grants to individuals, churches, or (local, tribal, state or federal) government agencies. Additionally, grant requests will not be considered for general operating expenses, elimination of budget deficits, annual fund drives, or capital campaigns.

## **11. GRANT APPLICATION PROCESS**

All grant applicants are required to complete a grant application form and attach an itemized budget for the project. The HCF Board may request a representative from the organization attend a Grant Review meeting where their request will be reviewed. (Applicant will be informed of the meeting time and place.)

## **12. GRANT REVIEW PROCESS**

Grant applications shall be considered once annually when funds are available. The Board of Directors shall set the application deadlines. All applications will be reviewed and grants awarded by the Board of Directors according to the criteria set forth.

## **13. COMMUNICATIONS WITH APPLICANTS**

All applicants will be informed in writing within two weeks after the Board meeting as to the status of their application. The Board will hold decisions in confidence until publicly announced.

## **14. PUBLICITY**

Should the recipient publicize the project for which the grant was awarded through any means, they should include reference to the support of the HCF. Contact the Foundation for applicable press kit content such as contact email, logo, web URL, etc.

## **15. FINAL EVALUATION REPORT**

Grant recipients shall submit a final evaluation report to the Foundation immediately following project completion indicating where Foundation funds were used. Additionally, grant recipients are required to submit pictures of completed projects showing how Foundation grant funds affected said project. These pictures are to be used at the discretion of the Foundation Board and its staff. Applicants shall inform the Foundation in writing of any significant changes in grant applicant status, organizational status, or project implementation information for approval. All projects are expected to be completed and grant monies expended within 12 months of the grant award. Extensions to these guidelines need to be approved by the board of directors.

## **16. EXCEPTIONS**

The Board may make an exception to any printed policy upon motion duly made, seconded, and carried by a quorum of the members present and voting. Motion must state rationale for the exception. Exceptions taken in one instance do not establish precedent for future grant decisions.