



HARRISBURG COMMUNITY FOUNDATION COMMUNITY GRANT APPLICATION

(Last Revised March 2022)

OUR MISSION: The Harrisburg Community Foundation mission is to build, inspire, and engage our community to connect and grow through philanthropy and volunteerism.

Thank you for your interest in the Harrisburg Community Foundation (HCF) Community Grant process. The HCF grant selection committee reserves the right to decline any application that does not meet their standards or the mission of the Harrisburg Community Foundation. All applicants are encouraged to be thorough in the description of the proposed project. Please attach any additional documentation needed to describe the project and the possible benefits to the community. We strongly encourage all applications be typed and professionally completed. The HCF Board believes the professionalism and thoroughness of the application is an indication of commitment to the project and the goals of the Foundation.

Factors Considered When Reviewing Grant Applications

- Community need and scope and how this project will address that need
- Project cost and how awarded funds would be used in covering that cost
- Timeline to complete project and timeline for projected result
- Several sub-factors including economic development, culture, safety, education, etc.

GENERAL INFORMATION			
Date of Application:		EIN#: (if applicable)	
Name of Organization:			
Mailing Address:			
Physical Address:			
Phone #:		Organization E-Mail:	
Website:			
Contact Name:			
Contact Phone:		Email:	
Organization's Mission:			
Are you nonprofit in nature?		(If applicable, include 501c3 number)	
PROJECT INFORMATION (REQUIRED)			
Project Summary or Title:			
Amount Requested:		Total Project Cost:	
Approx. Start Date of Project:		Projected End Date of Project:	

Project Title:

Please complete the questions below as thoroughly and accurately as possible. Attach or provide responses as separate documents if needed.

1. Provide a summary of the project:
2. Describe the community need for this project. Include how this project will address and solve this need. Include the scope of the effect.
3. Provide a detailed project plan explaining how the funds will be spent. Please attach any budgets, example invoices, bids, or cost estimates for this project. Accurate cost estimate is required.
4. Describe other funding resources, matches, voluntary labor, etc. involved in your project. (HCF requires applications to be funded no more than 50% by HCF.)
5. Please provide additional information you feel is relevant to this application. (e.g., print outs, pictures, testimonies, letters of support, diagrams, pamphlets, etc)

Additional Information

All applications should be mailed to:

Harrisburg Community Foundation
Attn: Community Grant Process
P.O. Box 343
Harrisburg, SD 57032

1. Applicants should be a public, nonprofit organization as defined by IRS Publication 78. You can also work with a verified fiscal sponsor who can receive funds on your behalf. However, additional paperwork will be needed to verify the charitable status of the project.
2. The Harrisburg Community Foundation closely scrutinizes all grant proposals for discriminatory practices and will not fund grants that discriminate based on race, color, creed or national origin.
3. A grant agreement form shall be completed and returned to the Foundation before funds are disbursed. Applicants shall inform the Foundation office by e-mail of any significant changes in grant applicant status, organizational status, or project status. Funding may be changed based upon the significance of changes in project status.
4. A final evaluation report shall be submitted to the Foundation office immediately following project completion. A grant file is considered complete only after the final evaluation report is received by the Foundation office, and until received, no additional grant requests will be considered.