

## **Hispanic Fund/La Fundación Hispana – GRANT GUIDELINES**

### **ATTENTION 2019 APPLICANTS! Our grantmaking process is changing, please keep these points in mind:**

- The deadline is changing FROM June 30<sup>th</sup> TO May 31<sup>st</sup> at 5pm, effective in 2019
- Grantseekers in 2019 and onward are to apply to the Hispanic Fund through our new online grants website. The login page is accessible at [peoplewhocare.org/grant-seekers](http://peoplewhocare.org/grant-seekers)
- Grantseekers are able to apply with this paper version of the application in 2019; this application will cease to be used in 2020 and beyond
- If applying online is a barrier, the Foundation will work with the grantseeker to ensure they can submit an application. Contact us if this is the case for you

The **Hispanic Fund**, an **Affiliate Fund of the Community Foundation of Lorain County** awards grants to improve the quality of life for Hispanic citizens of Lorain County, with interest in the most disadvantaged.

**Please note: A financial and program/project report of any previous grant must be submitted before a new application will be considered.**

### **PRIORITY FUNDING AREAS**

- Projects/programs which address the root causes of social ills within the Hispanic Community.
- Public safety; education and prevention of crime and violence within the Hispanic Community.
- Projects/programs which positively affect Hispanic educational achievement in public elementary, secondary, or higher education.
- Development within the Hispanic Community with emphasis on citizen empowerment, neighborhood revitalization, and environmental issues.
- Collaborative solutions or new approaches to a problem or an issue that exists in the Hispanic Community.

### **PRECLUDED ACTIVITIES**

In general, the Hispanic Fund does not make grants for:

- Membership Fees
- Religious purposes
- Ticket sales for Charitable fund-raising events
- Grants to individuals, except Scholarships paid to educational institutions
- Travel for groups such as school classes, clubs, or sports teams
- Services commonly regarded as the Responsibility of Government
- Public or Non-public school services required by State Law
- Capital Support, including buildings, construction, or land purchase
- Equipment - unless it is a minor part of an innovative and otherwise fundable program/project
- Ongoing Operating Support and other expenses of an existing program or project
- Capital Debt reduction
- Self-help clubs that meet the needs of a small population
- Purchase of advertising space by the Hispanic Fund
- Medical Research

**MAIL THE COMPLETED APPLICATION BY May 31st TO:**  
**The Hispanic Fund**  
**C/o Community Foundation of Lorain County**  
**9080 Leavitt Rd., Elyria OH 44035**

**GRANT APPLICATION FORM**

Organization's Legal Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Grant Request Amount \_\_\_\_\_

Project Title \_\_\_\_\_ Project Budget Amount \_\_\_\_\_

Is this a new Project/Program? \_\_\_ Yes \_\_\_ No (It is a Continuation Project/Program)

**You MUST include the following with this application:**

- **A Copy of IRS 501(c)(3) tax exempt letter** (If you do not have a tax exempt status/letter, please complete and include the attached **Fiscal Sponsor Information Form**)
- **A copy of your organization's Board of Trustees (or that of its authorized fiscal agent)**
- **A line item project/program budget indicating all anticipated income sources and expenditures.**
- **If this is not a new project/program, include an income and expenditures sheet from the previous project/program year.**
- **A cover letter signed by the board president and executive director.**

Your proposal should **also include** responses to the following questions (**number the pages**).

**1. Project Description and Duration.**

What will you do? How many will be involved and served? How long will the project last?

**2. Goal of the Project/Program.**

How will this project help solve the problem you are addressing in our community? Is the project/program replicable?

**3. Collaborations.**

How will other individuals or groups work with you in the planning and implementation of this project? Who are they?

**4. Results and Evaluation.**

How will you determine whether your project was successful? How will you measure the results?

**5. Project Achievements.**

How will you let the community know about the project's achievements?

**6. Project Budget.**

Present an itemized list of the total project costs. If there are other expected sources of funds or gifts-in-kind for the project, please indicate them.

**7. If the proposal does not receive full funding, do you want it to be considered for partial funding?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**COMMUNITY FOUNDATION OF LORAIN COUNTY  
FISCAL SPONSOR'S INFORMATION**

This form is for organizations that do not have an IRS 501(c)(3) tax-exempt status. Grants approved will be made payable to the Fiscal Sponsor as the tax-exempt organization representing the grant seeker. As Fiscal Sponsor, the organization assumes fiduciary responsibilities for this project as though it were a project of the Fiscal Sponsor.

**Name of the Organization:** \_\_\_\_\_

**Agency EIN:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Executive Director** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

The Fiscal Sponsor must send in the following attachments:

1. On agency letterhead, letter signed by the Executive Director and Board President indicating the following information:
  - Willingness to administer the grant if awarded.
  - Duration of time and nature of the cooperative relationship between the entities.
  - List services and frequency that the fiscal sponsor will provide to the grant seeker, e.g., bookkeeping, payroll, benefits, space, grant reporting, reports to the IRS, etc.
  - Fees for services charged by the Fiscal Sponsor to the grant seeker.
2. Copy of Minutes from Board meeting approving the fiscal sponsor relationship.
3. List of Board members.
4. Copy of the Fiscal Sponsor's most recent IRS letter indicating 501(c)(3) tax-exempt status.
5. Most recent IRS Form 990 filed.
6. Copy of the financial audit.
7. Copy of current operating budget including year-to-date financial information.
8. Copy of annual report.
9. If the grant is awarded, it will be the Fiscal Sponsor's responsibility to ensure that all reports and submissions are provided in a timely manner to The Community Foundation. (Reporting dates will be on the Terms of the Grant Award.)

Fiscal sponsors and grant seekers must sign below indicating that they have read this list of requirements.

\_\_\_\_\_  
Fiscal Sponsor

\_\_\_\_\_  
Grant Seeker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date