

HCF Grant Application and Acceptance Services & Fee Structure

Grant Application and Acceptance Services:

Anyone with a Fund at the Henderson Community Foundation (HCF) is encouraged to pursue grant opportunities from other foundations, state or federal agencies, companies and others to support the charitable mission of the component fund. Because the grant must be submitted in HCF's name using its 501(c)3 status, all grants must be reviewed and approved for submission by an ad hoc committee of its Board. Fund advisors are required to submit to the HCF President and the Fund Relationship Manager a fully completed grant application for review at least ten (10) working days prior to when they require a determination back.

HCF is responsible for reviewing the following to make a determination as to whether the grant shall be submitted:

- Review the grant application to determine whether it aligns with the mission of the fund
- Determine that disbursements associated with the grant are charitable under IRS rules and regulations
- Request modifications as appropriate
- Provide HCF's Federal Tax ID and supporting language regarding the component fund to enhance the grant

If the grant is awarded by the grantor, the fund advisor is responsible for:

- In addition to submitting all communications, reporting requirements, and grant letters from the grantor for HCF's records, the fund advisor must submit a brief narrative describing the grantor's requirements as to use of funds and outlining the reporting requirements and due dates within seven (7) working days of grant award announcement
- Meeting all of the requirements of the grant award
- Submitting duplicate copies of all reports provided to the grantor ten (10) business days prior to grantor's deadline for review by HCF and filing within HCF's records

If the grant is not awarded, the fund advisor is responsible for:

- Providing the grantor's communication document that the grant was not awarded within seven (7) days from receipt

Grant Submission and Follow-Up Fee**:

All HCF work on grant submissions, follow up and filing within HCF's records is at a fee of \$100/hour.

***In addition to the standard administrative fee and separate from HCF's fundraising fee schedule.*