

## **INFORMATION FOR GRANT APPLICANTS**

We are pleased to provide you with the Huber Heights Athletic Foundation (HHAF) discretionary grant making policy, grant application form and outline to assist you in submitting a complete application.

### **GRANT MAKING PRIORITIES**

The Huber Heights Athletic Foundation awards grants to tax-exempt educational organizations that benefit the Huber Heights Public School System and other tax-exempt organizations within the Greater Huber Heights area. The fund raising that the HHAF conducts to generate monies for distribution does not allow for the holding of large amounts of capital. Any organization that anticipates requesting grant funding must submit an annual budget proposal, identifying those projects that they desire support for using a **short term** (under \$5,000 and 1-6 months out), **mid-term** (\$5,000-20,000 and 6-12 months out), and **long-term** (\$20,000 plus and more than one year in the future). Please see the attached annual budget forecasting submission form. This will allow the HHAF to program and priorities its' limited funds to the most needy and the highest priority. The HHAF Grant Review Committee will screen each request against those annual forecasts.

### **PROPOSAL FORM AND CONTENT**

All requests must be submitted to the HHAF Grant Review Committee. This committee will pre-screen all requests for content and sufficiency before consideration by the HHAF Board of Directors. In order for the Grant Review Committee to consider a proposal, a fully supported and justified request must be completed. Applications can not be considered until we have received all pertinent information as listed on the application form.

### **GRANT REVIEW AND AWARD PROCESS**

The HHAF Grant Review Committee considers all requests for funding by reviewing the content of the application and any supporting documentation. The request is further screened against that organizations annual budget submission. Based on the sufficiency of funds, and the validity of the request, the Grant Review Committee will forward the request to the HHAF Board of Directors with a favorable or unfavorable recommendation. While the Grant Review Committee will meet periodically, the Board of Directors will only take action on funding requests on a quarterly basis on the normally scheduled Board of Directors meetings in March, June, September and December of each calendar year. The deadline for consideration is the 15<sup>th</sup> of the month preceding each meeting.

The HHAF reserves the right to review your application with other agencies as it deems necessary. This may occur when we think that their input would be helpful in assessing your proposal and its overall significance.

The HHAF will promptly notify all applicants in writing of its decision. Grant recipients may be asked to personally accept their grant. This may be done to promote the activities of the HHAF and the recipient organization.

For additional information or assistance, contact\_\_\_\_\_.

**GRANT APPLICATION TO THE HUBER HEIGHTS  
ATHLETIC FOUNDATION**

Please complete the following and submit it with your full application, using the enclosed outline and instructions.

Organization name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip Code:  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Is your organization recognized as an "Educational" tax-exempt entity under Section 501(c) (3) of the Internal Revenue Code? Yes: \_\_\_\_\_ Federal

Id# \_\_\_\_\_

No: If no, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

Title of Request: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Budget for this project: \_\_\_\_\_

Please summarize your proposal in the space provided below. Include brief, but specific information about the benefits to be received from this project, for whom, for how long. Additionally, what might the negative impact be overall if this project cannot be supported?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of requesting official: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

# **HUBER HEIGHTS ATHLETIC FOUNDATION**

## **ANNUAL BUDGET FORECAST FORM**

### **PURPOSE:**

All organizations that intend to request support from the HHAF are required to submit their budget projections not later than 1 November of each year for the next calendar year. This is **only** a projection, however, the more accurate the forecast, the more likely the probability that your program will receive funding.

This form is not a funding request, but simply a forecast of what your organization intends to do for the coming year. When you submit the actual grant requests, that request will be reviewed against your forecast. In that regard, this forecast should be updated as necessary. Remember, the persons reviewing your submission may not be totally familiar with your program. The more detailed the information you provide, the easier it will be to support your requests.

### **FORMAT:**

List each project, by category, in the order (priority) of its importance to your organization. At the end of each category, please give a narrative description of each project and how it will help your organization. Additionally, please provide an assessment of the impact if your forecast can not be supported.

### **SHORT TERM** (1-6 MONTHS, UNDER \$5,000.00)

<b><u>Project</u></b>	<b><u>Amount</u></b>	<b><u>Date Needed</u></b>
1.		
2.		
3.		
4.		

### **NARRATIVE:**

### **MID TERM** (6-12 MONTHS, \$5,000-\$20,000)

<b><u>Project</u></b>	<b><u>Amount</u></b>	<b><u>Date Needed</u></b>
1.		
2.		
3.		
4.		

**NARRATIVE:**

**LONG TERM** (12 MONTHS +, \$20,000 +)

<b><u>Project</u></b>	<b><u>Amount</u></b>	<b><u>Date Needed</u></b>
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- 1.
- 2.
- 3.
- 4.

**NARRATIVE:**