



GRANT GUIDELINES

General grant requests are now being accepted by the Pinebelt Foundation. Interested organizations may apply for grants from the fund(s) listed below. Please note specific criteria and geographic restrictions for each fund.

1. *The Ann Morris Memorial Fund awards grants to support programs, services and activities, as offered by area organizations, for the purpose of enriching the quality of life of persons of advanced age, who have been diagnosed as intellectually disabled.*

Criteria for Applicants:

- *Must run programs that serve citizens who are advanced in age and who have been diagnosed as intellectually disabled.*
- *Need to be located in the Pine Belt region.*

Note: As a guide for your application, the average grant awarded has historically been \$10,000.

Funding support is provided by the John E. Morris Testamentary Trust.

Deadline to apply is April 1, 2020 at 5:00 p.m.

APPLICATION PROCEDURE

To apply for funding from the Pinebelt Foundation:

1. Complete the grant application form and either (1) save and e-mail the file as an attachment to caroline@pinebeltfoundation.org or, (2) mail it to 1501 Adeline Street Suite 1, Hattiesburg, MS 39401.
2. Complete the Grant Application Certification form. This form should be printed, completed, signed and mailed to the Foundation. **Your application submission is not complete until this form has been received.**
3. Please attach a one-page summary of your grant request as a cover letter.

Please review the guidelines below before completing the application

General Guidelines

In assessing the merits of each grant proposal, the Grants Selection Committee considers many factors including the extent to which the request addresses the criteria outlined in the funding guidelines. Special consideration may be given to those proposals that reflect substantive collaborations among various organizations or agencies, a special opportunity or new approach in a field, or a commitment to bringing together different segments of the community. Priority will be given to grant applications that reflect frugal and efficient use of monies. The Grants Selection Committee may consider additional criteria when reviewing an application, including whether the application:

- demonstrates foresight and careful planning for long-term impact
- articulates clear, measurable goals
- includes an evaluation plan by which goals are measured
- reflects appropriate racial, ethnic or religious diversity in governance, personnel, planning, population served or content
- reflects sufficient organizational and managerial capacity to carry out the project
- reflects inclusive and strategic planning in line with the Foundation's mission
- reflects collaboration with other people
- Shows evidence of liability insurance (if appropriate)

If selected, the Pinebelt Foundation will require a report including the completion of goals, and a budget report showing how the grant was used.

SELECTION PROCESS AND NOTIFICATION

Upon receipt of applications, the Pinebelt Foundation staff and the Grants Selection Committee members will conduct a thorough study of each application. Site visits may be scheduled. If the Grants Selection Committee determines that additional information is needed, applicants will be contacted.

All applicants will be notified by mail or e-mail of the result of their application within approximately 30 days from the submission deadline. We regret that we cannot respond to calls in reference to application status.

If the Grants Selection Committee does not have adequate funding available to approve a particularly impressive application for a grant in one six-month period, it may elect to table the application for re-consideration in the subsequent six-month period. If this occurs, the applicant will be notified of that decision. Applicants should keep in mind that the Pinebelt Foundation receives many more requests than can be funded.

RESTRICTIONS

Incomplete applications will not be considered and providing false information on an application is cause for denial.

GRANT AGREEMENT

By submitting an application, applicants are agreeing to the following:

1. Funds received will be expended only for the purposes stated in the grant application and in accordance with section 501(c)(3), section 4945 and other applicable provisions of the Internal Revenue Code.
2. The Pinebelt Foundation may monitor and conduct an evaluation of operations under this grant, including requesting financial records related to the grant or applicant's tax status, which, if requested, should be provided in a timely manner. (Please note that within six months of the awarding of the grant or completion of your project, whichever comes last, a Post-Grant Evaluation is required. This form will be provided with the grant award).
3. The grant may be discontinued, modified or withheld if, in the Pinebelt Foundation's sole judgment, such action is necessary.

4. At the conclusion of the grant period, a written report describing the activities carried out and benefits to the community from the grant usage must be submitted to the Pinebelt Foundation.
5. No funds from the Pinebelt Foundation may be used for propaganda purposes, to influence legislation, to influence the outcome of an election, or for direct or indirect use in a voter registration drive.
6. Any request for a change in purpose of use of grant funds must be submitted in writing to the Pinebelt Foundation and approved before said changes may take effect.
7. Any portion of grant funds not used in accordance with these terms must be returned to the Pinebelt Foundation.
8. Publicity around the grant award is encouraged. Any promotional materials, press releases, etc. produced in connection with or to publicize the funded program should note that it was funded in part or sponsored by the Pinebelt Foundation. It is suggested that the Pinebelt Foundation logo be used in such publications, and we will be happy to supply the logo for your use.
9. Awardees must immediately notify the Pinebelt Foundation of any change in your organization's federal tax status or that of your fiscal agent during the time the funds are being spent

For further information or clarification, please contact us at 601.583.6180.



The Pinebelt Foundation Grant Application

Directions: Please complete this form and save it. Append the required attachments to this PDF file or save as a separate Microsoft Word-compatible file. E-mail the completed application with attachments to caroline@pinebeltfoundation.org.

The deadline to apply is April 1, 2020.

Name of Organization Applying: _____

Year Founded: _____ Current Annual Operating Budget: \$ _____

Executive Director: _____ Date of application _____

Board of Directors or Advisory Board: _____

Contact Person/Title

If different from Executive Director: _____

Address: _____

Mailing Address: _____

(if different from above)

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

Project Title: _____

Purpose of Grant (one sentence):

How many unique clients will your project directly benefit:

Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic location of project:

(where will the project take place)

Are you required by a regulatory agency to be licensed for the services which you provide?

Yes No. If yes, please identify: _____

Are you a 501(c)(3)? Yes No.

Has your group incorporated with the MS Secretary of State as a non-profit and a separate legal entity responsible for its own actions? (Articles of Incorporation Form F-0001 @ <http://www.sos.ms.gov/links/business/fees/corporations/F0001.pdf>). Yes No.

If funding from the Pinebelt Foundation is not approved for this project, will the project still take place?

Yes No.

Please email & mail each of the following:

Cover Letter:

- Please provide a one-page summary of your grant request.

Narrative:

Please provide the following information. Please limit your narrative to two pages.

- Summarize your organization's history and state your mission and goals.
- Outline current programs and activities and identify staff and their qualifications.
- Identify the need or problem to be addressed; describe the target population (age, gender, etc.) and how many people will benefit from this grant.
- Describe project goals and objectives and your plans to meet them.
- Is this a new project or a continuation of an existing project?
- Describe who will be leading your project / program to make it a success.
- Detail your Client information as the following: age range, average age, number served at least once during calendar year
- Client Event Details: number of scheduled meetings/events/performances with clients each month; number of clients per event; number of staff per event

Required Attachments:

- Project Budget itemizing revenues and expenses.
- Copy of your organization's most recent board approved annual operating budget.
- List of other funders and amounts committed or requested.
- A list of your Board of Directors showing the percentage making financial contributions to your organization in the most recent fiscal year, and the total amount of those combined gifts.

Required Certification Mailing:

- Complete the Grant Application Certification. This is the only form that should be *mailed* to the Pinebelt Foundation. Please print the form, add your information and signature and return to:

The Pinebelt Community Foundation, 1501 Adeline Street Suite 1, Hattiesburg, MS 39401.

Your application packet is incomplete without this document.

The Pinebelt Foundation Grant Application Certification

Directions: Please print this form, complete all fields, sign it and mail to the Pinebelt Foundation at 1501 Adeline Street Suite 1, Hattiesburg, MS 39401.

The below signed individual accepts responsibility for submission of a grant application to the Pinebelt Foundation by _____ (organization) for _____ (project, if applicable), attesting that all information submitted in the application materials is true and accurate to the best of his or her knowledge and that any funding, should it be awarded, will be expended only for the purposes outlined in the grant proposal. The applicant acknowledges that it has been disclosed that submission of an incomplete or inaccurate proposal constitutes grounds for denial and that if information contained in the proposal is deemed to be false or funds are expended for purposes other than those expressly stated in the application without prior written consent of the Pinebelt Foundation any grant monies must be repaid to the Pinebelt Foundation.

Name: _____

Title: _____

Signature: _____ Date: _____

Telephone: _____ Cell Phone: _____

Email Address: _____