



*Please read this information carefully. All directions must be correctly followed for your application to be complete. Following the instructions below, please continue to the actual application.*

## **GRANT GUIDELINES**

**General grant requests are now being accepted by The Greater PineBelt Community Foundation (PineBelt Foundation). Interested 501(c)3 organizations may apply for grants from the Fund(s) listed below. Please note specific criteria and geographic restrictions for each Fund.**

***The Greater Pine Belt Community Enhancement Fund** awards grants to support programs, services and activities which, in the discretion of the Executive Committee of the PineBelt Foundation, enrich and enhance life in the Pine Belt region.*

**Criteria For Applicants:**

- *Applicant shall be a charitable organization and the proposed grant shall be in furtherance of a charitable purpose, which is likely to improve or enhance the quality of life of people living in the Pine Belt region.*
- *Preference will be given to recipients and projects that will receive matching grants that will multiply the effect of an award by the Pinebelt Foundation.*
- *Ordinarily, grants will be for \$250.00 and under no conditions may exceed 10% of the balance of the Community Enhancement Fund.*

***Deadline to apply is quarterly on the first day of any calendar quarter.***

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## APPLICATION PROCEDURE

### To apply for funding from the PineBelt Community Foundation:

- Complete the grant application form and either (1) save and e-mail the file as an attachment to [contact@PineBeltFoundation.org](mailto:contact@PineBeltFoundation.org) or, (2) mail it to 1507 Hardy Street, Suite 208, Hattiesburg, MS 39401.
- 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.**
- **Please attach a one page summary of your grant request as a cover letter.**

*If you do not possess a computer and e-mail account, Internet access is available at no cost to you at your local library. Many services, such as Yahoo and Hotmail, offer free e-mail accounts.*

**Please review the guidelines below before completing the application**

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### 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 Community 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 review 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 Community 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 Greater PineBelt Community 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 Theresa Erickson or Khristinia Brown at [contact@PineBeltFoundation.org](mailto:contact@PineBeltFoundation.org) or call 601.583.6180.**



## The Greater PineBelt Community 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 [contact@PineBeltFoundation.org](mailto:contact@PineBeltFoundation.org).

Date of Application: \_\_\_\_\_

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): \_\_\_\_\_

\_\_\_\_\_

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 – apply on line at <http://www.sos.ms.gov/BusinessServices/Pages/Non-Profits.aspx> )

Yes       No.

If funding from the PineBelt Community 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 saying how this will enhance or improve lives in the Pinebelt.

**Narrative:**

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

- Summarize your organization’s history and state your mission and goals.
- 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.

**Required Attachments:**

- 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.~~
- Letter of Tax Exempt Status
- IRS Form 990

**Required Certification Mailing:**

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

Theresa Erickson, The Greater PineBelt Community Foundation, 1507 Hardy Street, Suite 208, Hattiesburg, MS 39401.

*Your application packet is incomplete without this document.*

## **The PineBelt Community Foundation Grant Application Certification**

***Directions: Please print this form, complete all fields, sign it and mail to The Greater PineBelt Community Foundation at 1507 Hardy Street, Suite 208, Hattiesburg, MS 39401.***

The below signed individual accepts responsibility for submission of a grant application to The Greater PineBelt Community 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 Community Foundation any grant monies must be repaid to the PineBelt Community Foundation.

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_