



## Grant Reference Guide

### Who can apply for a grant from the Hastings Community Foundation?

To be eligible for a grant, the organization must be tax-exempt, as defined by IRS in Section 501(c)(3), or have a fiscal relationship with such an organization, or be public entity such as a school or government institution. Organization must also serve the Hastings and/or greater Adams County area.

### What are the grant options?

The Hastings Community Foundation offers four types of grants. Grant amounts and application deadlines vary based on the grant type. All require that an application be fully completed and submitted before the request can be considered. Grant awards are dependent on available funding. The HCF website will provide further details and specific deadlines.

#### **General Grant**

- May request up to \$10,000. Most grant awards are less than \$5,000.
- Applications are due in December. Award determinations are made in January.

#### **Capital Grant**

- Includes construction, significant remodeling/repurposing of existing structure, and equipment/furnishings which are part of a capital campaign.
- Application due in December. Award determinations are made in January.
- Multiple year pledges (2-5 years) will be considered.
- Eligible organizations are encouraged to meet with Hastings Community Foundation to discuss project scope and prepare additional project planning documents for application.
- May not apply for other grant funding during capital grant award period.

## **Mini-Grant**

- May request up to \$1,500.
- No application deadline, but request should be submitted at least 45 days in advance of event or grant need. Applications reviewed at least quarterly.
- Most commonly awarded April-September.
- Intended for capacity building or extraordinary, mission-based opportunity that would not have been known during the General Grant application window.
- Organizations may submit no more than one request per calendar year.
- Distribution date and amount of Mini-Grant may be a consideration if organization submits a request in the next General Grant application cycle.

## **Urgent Grant**

- No maximum.
- No application deadline. Applications reviewed as needed.
- Intended to meet urgent, unanticipated, and critical financial needs of the operations or core mission of existing nonprofit organization.
- Capital projects, creation of a new nonprofit, and expenses not essential to the mission or operations of the organization are ineligible for an Urgent Grant.

## **What does the HCF fund?**

The Hastings Community Foundation Grant Committee and Board of Directors have the discretion to evaluate and ultimately determine grant award of applications received from qualified organizations. While not the sole determining factor, grant requests should meet at least one of the identified priority criteria listed below:

### **High Priority**

- Likely to make a significant impact on the quality of life for a substantial population; and where a moderate amount of financial support will generate a significant result.
- Will serve a one-time need.
- Delivers specific and measurable results.

### **Medium Priority**

- Encourage sustainability of the grantee through matching gifts and funding from other sources.
- Organization has not been funded in the previous three years.
- Program that partners and promotes collaboration and cooperation with other community agencies.

### **Priority**

- Innovative and efficient method of delivering the organization's mission.
- Reach a broad segment of the community.
- Assist those whose needs are not being adequately met by existing services.
- Demonstrate financial support from multiple sources.

- Seed money, when meeting at least one of the following:
  - Allows organization to demonstrate usefulness of an organization or program to the community.
  - Assist a population not being adequately served.
- Capacity building projects, when meeting at least one of the following:
  - Strategic planning and visioning for well-established nonprofit.
  - Succession planning to ensure consistent and viable organizational leadership.
  - Exploration and implementation of strategic alignments and mergers between organizations.

## What does the HCF not fund?

The Hastings Community Foundation will not fund a grant request that meets any one of the following criteria:

- Individuals, including for loans and fellowships
- For-profit entities
- Political lobbying, candidates, or legislative activities
- Religious organizations for religious purposes
- Agencies not serving populations in Hastings and Adams County area
- Dissertations or faculty/staff research
- Debt reduction
- Endowments
- Fundraising event or gala
- Umbrella organizations that redistribute the requested funds at their discretion
- Programs that create an ongoing, long-term commitment by the Hastings Community Foundation, including for maintenance and operations

## What happens if I am awarded a HCF grant?

The Hastings Community Foundation does its best to ensure grant recipients are notified promptly following grant submission deadlines. If you are awarded a grant, these terms will apply:

- Grant distribution for capital projects or other requests where additional funding is required may be held until all funding has been secured. If organization is not able to successfully demonstrate full funding, HCF grant will not be distributed.
- General and Mini Grants are expected to be spent in the calendar year in which they were awarded.
- Some grants may be paid as a reimbursement. Documentation for reimbursement must be submitted within 90 days of the expense or by December 31 (whichever is sooner).
- When appropriate, we ask that you use the Hastings Community Foundation name and/or logo on materials related to what was funded. (Examples: event programs, sponsor signs, donor boards, press releases, etc.)
- We want to share in the excitement of your progress! We encourage photos and updates about your project. In addition, we welcome testimonials about the impact of our funding. We

may include this information on our website, newsletters, and other marketing materials. You may email project photos to [hcf@hastings.foundation](mailto:hcf@hastings.foundation) bring to the HCF office.

**This document is not inclusive of all grant policies.  
Most current grant deadlines, requirements and policy can be found at  
[hastingscommunityfoundation.org/grants](http://hastingscommunityfoundation.org/grants)**