



The mission of The High Country Charitable Foundation, Inc. is to provide funds to local non-profit organizations that provide for neighbors and animals in need in Avery County, North Carolina.

2017 GRANT APPLICATION FORM

The Foundation is grateful for your interest in receiving a Grant Award. We hope that the information below will guide you in completing your application.

If you have any questions, you may contact one of the Grants Committee Chairs:

- James J. Ward, III, james@highcountryfoundation.org or 561-798-4160
- Hal Fenner, fennerhalm@aol.com or 772-345-5434
- Bob Moss, bmoss@mossemail.com or 954-763-3908
- Gayle McAlister, gayle.mcalister@aol.com or 864-871-0862

2017 GRANT APPLICATION QUALIFICATIONS/REQUIREMENTS

1. You must be a non-profit organization and a current copy of your IRS Tax-Exemption letter must be included with your application.
2. **You are NOT eligible for a grant if your organization:**
 - is not located in Avery County, NC
 - operates as a private non-operating foundation
 - if the grant is solely for operating expenses or to leverage a grant to another agency
 - if the grant is for a start-up organization (organization must be operating for a minimum of 2 years)
 - is engaged in any way in the promotion or advancement of political or religious beliefs
 - will transfer any portion of a High Country Charitable Foundation, Inc. Grant Award to any other organization
 - received a 2016 award and has **not** submitted a final or preliminary report by May 1, 2017
3. The Foundation accepts one grant application from an organization. If there are multiple applications from the same organization, the organization's director/principal decides which application to submit.
4. Submitting applications via email to laura@highcountryfoundation.org is preferred. You may of course mail your applications as follows: two copies (2) of the application as well two (2) copies of all supporting documents including your financial report, to the address above. Applications must be received no later than **June 30, 2017**.
5. All portions of the application must be completed.
6. The Foundation expects that any funds awarded will be used solely for the purpose set forth in the Grant Application project.

PART I: YOUR ORGANIZATION

Organization Name: _____

Street Address: _____

City, State, & Zip Code: _____

Organization's mailing address (if different from street address):

Amount Requested: \$ _____

Summarize Your Project In 50 Words Or Less:

Name of Key Contact Person: _____

Title: _____

E-mail address: _____

Organization Website: _____

Telephone: _____ Fax: _____

Name of Additional Contact Person: _____

Title: _____ Fax: _____

E-mail address: _____

Should changes occur in your organization or in the project for which the funds are sought, you must inform one of the Grants Committee Chairs as soon as possible.

1. Is your project eligible for city, county, state, or federal funding?
If YES, please provide as many specifics as possible. ___YES ___ NO

2. Briefly summarize your organization's background, goals, and current programs and how this grant would help your organization meet its goals.

3. Describe your organization's structure. Attach a list of your Officers and Directors complete with addresses and phone numbers. Please indicate which Officers or Directors, if any, are paid by your organization.
4. State what percentage of your organization's total revenue is spent on overhead, such as rent, salaries and administrative expenses including office supplies, advertising, legal or professional fees.

PART II: PROJECT/PROGRAM (Please quantify whenever possible.)

1. Describe the need that your organization will address.
2. Describe the objective of the project and indicate how individual lives of the recipients will be improved and **how many people/animals will benefit.**
3. If this project is part of a larger program, describe how a High Country Charitable Foundation Grant will make a difference within the overall project.
4. What strategies will you employ to accomplish the project objective?
5. Will you use volunteer help in this project? ___YES ___ NO
If yes, how many volunteers will be involved and how will they be used?
6. State who will conduct an evaluation to measure how well the project is meeting its objectives. How and when will this be done?

PART III: FINANCIAL INFORMATION

1. Provide a complete **project budget**, including income and expenses, for the project for which you are requesting funds.
2. List the names of organizations, both public and private, to which you have applied for support for this specific project/program. Also, show the amount requested and the status (pending, approved, or disapproved).
3. If funds are to be used for contracted work or equipment acquisition, will competitive bids be obtained? If so, summarize the bidding process.
4. Provide your most recent annual Financial Statement, including a balance sheet and statement of your income and expenditures. If unavailable, please explain.

PART IV: REPORTING REQUIREMENTS – 2016 Grant Recipients only

If you received a High Country Charitable Foundation Grant in 2016, you must submit a final or preliminary progress report for the project before submitting an application for 2017. **The 2016 Grant Project Report (form can be found on our website) must be received no later than May 1, 2017.**

PART V: SUBMITTING YOUR APPLICATION

Please email (laura@highcountryfoundation.org), or mail to the address below:

1. current 501(c)(3) document (tax exempt letter)
2. your fully completed grant application
3. your financial report
4. list of your board of directors
5. a complete project budget applied for in this application

I hereby certify that all the statements on this application and all the information contained herein are complete and true to the best of my knowledge and that the organization applying for this grant complies with all requirements for eligibility as found on page one (1) of this application.

Date _____

Signature _____

Printed Name _____

Title _____

This Application must be received no later than June 30, 2016 to:

**Grants Committee
The High Country Charitable Foundation, Inc.
P.O. Box 2376
Banner Elk, NC 28604**

**THE ADDRESS ABOVE IS FOR RECEIPT OF US POSTAL MAIL ONLY.
Delivery in person or by private carriers cannot be accepted at this address.**

You may also send your completed Application via email to:
laura@highcountryfoundation.org

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