



HAMILTON COUNTY INDIANA Grant Application

Note: This grant program is for County funds and is not part of the American Rescue Plan Act (ARPA) federal funds. Those funds are applied for separately.

Hamilton County provides discretionary grants for nonprofit organizations that meet certain criteria. Awards are provided based on application score and funding available. **The Grant Program is intended to provide funding for services provided by organizations that without the providing those services the County Hospital and/or other governmental entity may need to consider the development of such programing.**

The Hamilton County Grant Program is not intended for those organizations who have separately contracted with or who provide mandated or statutory services for the County.

Any funds awarded must be supported by other funding sources or documented in-kind services and may only be distributed to Hamilton County based organizations.

Guidelines

- 1. Applicant Eligibility Requirements.** Not-for-profit 501(c)3 organizations as defined under IC 23-7-1.1. Nonprofit organizations must include documentation of their not-for-profit status. Applications for funding must be submitted by the third Monday of June (June 19,2023). An applicant must serve the citizens of Hamilton County, Indiana.
- 2. Grant Amounts.** Application submission does not guarantee an award and in some cases, awards may be less than the amount requested.
- 3. Grants Awarded.** The applicant must submit an application, including a copy of the approved annual budget. Failure to include the organization's annual budget will disqualify an application. The Budget Narrative shall include a list of other funding sources. Please see calendar schedule for grant program below.
- 4. Evaluation of Applications and Awarding Grants.** Grant applications will be evaluated by the Hamilton County Grant Committee with funding approval by the County Council. Interviews of the grant applicants will be individually scheduled with the grant committee. Those approved applications will be submitted to the Hamilton County Commissioners with a recommendation to approve. Again, applying does not guarantee funding, in some cases awards may be less than the amount requested. Applicants will be notified of the status of their grant request no sooner than November 1st of each year.
- 5. Grant Period.** Grant funding for a given calendar year will be distributed in 12 monthly installments beginning in January of the awarded year. Recipients must submit a grant report to the county no later than September 1 of the following calendar year.
- 6. Area of Service.** Service area cannot be restricted to a specific municipality or location within the County. Only Hamilton County residents are to benefit from the grant dollars.

7. Grant Award Contract. The Commissioners office will prepare a Grant Award contract. Once the contract has been approved and signed by the Commissioners it will be sent to the recipient for signature. The Fully executed contract must be returned to the Commissioners' office no later than December 1.

Key Dates

Application Deadline: is 4:30PM on the third Monday of June (June 19,2023)

Notice of Award: at the Board of Commissioners meeting on the 2nd Monday of November (Nov. 13, 2023) following Final Budget Adoption by the County Council in mid-October.

Funds Distributed: Beginning in January of the Award year, provided an invoice has been submitted in a timely manner to the County Commissioners office. The first invoice must include a copy of the award contract signed by the Board of Commissioners and the award recipient.

Grant Report Due: September 1, 4:30 pm

Organization Contact Information

Organization Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

EIN (Tax exempt): _____

Federal Tax I.D.: _____

Organization Website: _____

Executive Director/Authorizing Official: _____

Grant Contact Name and Title: _____

Grant Contact Telephone: _____

Grant Contact E-mail: _____

Name of Program/Activity: _____

Program Location/Address: _____

Sponsor Information

(If your organization is not a 501 (c) (3) not-for-profit, a fiscal sponsor is required).

Fiscal Sponsor Name: _____

Fiscal Sponsor Executive Director/Authorizing Official: _____

EIN (Tax exempt): _____

Federal Tax I.D.: _____

Organization Website: _____

Organization Summary

Year organization was established: _____

Organization Mission Statement:

Please list the primary programs and services of your organization.

Total annual organization budget (current year): \$ _____

Please respond to the following Organization Narrative questions and include as Attachment A. This narrative must be included to be considered for funding. Do not exceed two pages.

Please describe your organization and the programs/services provided.

What role does your Board of Directors play in the fundraising operations of your organization?

Please list and describe the relationship with your community partners and/or collaborating organizations.

How does your organization benefit Hamilton County?

Has your organization received County funds in the past (provide year of award, amount received, and total households or individuals actually served)?

Has your organization ever been cited for misuse of Federal, State, or Local funds (please include all details and contact information for oversight agency)?

Grant Request Summary

Total dollars committed to date: \$ _____ Estimated In-kind dollars: \$ _____

Amount of Request: \$_____

Request as a percent of total operations: _____%

Impacted Number of Households (estimate): _____

Impacted Number of Hamilton County Residents (estimate): _____

Age: Youth (Under 18) _____% Seniors (55+): _____%

Area median income of those served: _____%

Budget Summary

Include a Budget Narrative explaining the costs and calculations used to arrive at the funding request. Any methods used for cost savings for operational activities and financial controls should also be described. This narrative must be completed for funding and be included as Attachment B. Narrative may not exceed two pages.

If you do not receive 100% of your funding request, please include a description of modifications that will be made and a list of other potential funding sources (include their timelines for application and award).

Please attach a copy of the organization's board approved annual budget.

Submission

Incomplete applications will not be accepted. Applications submitted after the deadline will not be accepted. Please follow all guidelines noted on the cover sheet and follow key dates. Please return completed application and any supporting documentation to the attention of Lee Buckingham, Director of Administration, 1 Hamilton County Square, Suite 157 Noblesville, IN 46060 or email to lee.buckingham@hamiltoncounty.in.gov

Submitting an application requesting funding does not guarantee an award of funding. If a grant application is approved, the award will not be processed unless the contract signed by both the organization and the commissioners is received by the Auditors office.