



GENEROSITY made greater HutchCF.org

CHARLES E. CAREY MEMORIAL FUND 2019 GRANT GUIDELINES

OUR MISSION

The Charles E. Carey Memorial Fund of the Hutchinson Community Foundation is a resource for Reno County nonprofits that strengthen our community in the areas of arts and culture; education, with an emphasis on early childhood development; and health, with an emphasis on substance abuse prevention and rehabilitation, mental health, and disability supports.

CRITERIA FOR FUNDING PROPOSALS

Proposals addressing the Charles E. Carey Memorial Fund mission will be given priority in funding.

Proposals must come from organizations that are exempt from federal income tax under Section 501(c)(3) and serve Reno County. Special purpose units of government may apply for support of innovative projects. Grant proposals from individuals or non-qualifying organizations will not be considered.

Grant awards typically range from \$1,000 to \$6,000 and average \$2,000, but larger requests will be considered. Annual awards total approximately \$50,000. The Charles E. Carey Memorial Endowment Fund Advisory Committee may choose to partially fund an applicant's request.

PROCEDURE FOR SUBMITTING PROPOSALS

A requesting organization must submit eight printed copies of the proposal, including:

- The typed, signed application (only one copy needs an original signature)
- A detailed 2019 budget for the organization

Paper-clip and three-hole-punch each proposal; you may print double-sided. Do not submit individual proposals in a folder/binder or include supplementary materials. Do not use staples.

Applications are due in the Foundation's office at the First National Bank Building, 1 North Main Street Suite 501, by Friday, January 11, 2019. Our mailing address is PO Box 298, Hutchinson, KS 67504-0298.

Applications will be reviewed by the Charles E. Carey Memorial Fund Advisory Committee in February, and grants will be awarded in March 2019. A current, completed application form must be on file in order for your organization to be considered for funding.

Hutchinson Community Foundation program staff is available to answer questions prior to the application deadline at 620.663.5293 or Sarah@HutchCF.org.