



GUIDELINES

The Mt. Horeb Community Foundation’s goal is to progressively advance, enrich, & improve the common welfare of the Mt. Horeb Community (as defined by the Mt. Horeb school district borders). To realize this goal, annual funding of grant requests are awarded to those individuals and/or groups (including but not restricted to not-for-profit 501(c)(3) organizations) organized exclusively for charitable, scientific, literary, religious and educational purposes.

Grant Policies:

- **Eligibility** – Funding requests may be made by (an) individual(s) or group(s) resident of, or serving the vicinity of the Village of Mt. Horeb, requiring financial support for a project or service that advances and enriches the common welfare of the community or (a) specified group(s) within.
- **Activities not funded** – Funding requests that fall under the auspices of another established community funding and/or service source(s).
- **Retention of records** – The Mt. Horeb Community Foundation will retain for its record-keeping, all granted and denied award applications and attending documentation.

The Granting Process:

Two Funding Categories – Use Form A when requesting \$1500 or less and Form B when requesting funds in excess of \$1500. Please use the appropriate form when applying for funding. Forms A and B are available online at www.mhcfound.org . For more information or an electronic copy of the form, please contact Mary Klopotic, Executive Director, phone: (608) 832-6633 or email: info@mhcfound.org .

Preparing Applications – New forms must be submitted each year. In no case does funding one year assure funding in the next. Fill out the website electronic form to submit your application. Mailed & emailed applications will not be accepted.

Application Deadlines – Funds are awarded annually.

September 1:	All requests for funding are due.
Mid October:	Required attendance at Public Hearing to answer questions
October – November:	All requests are reviewed and Committee recommendations are referred to the Foundation’s Board of Directors for voting.
Late November:	Award recipients notified by email.
December 31:	Funds disbursed.

Review Process

1. Requests are reviewed to determine compliance with basic eligibility requirements.
2. Applicants with outstanding grants from the previous year are required to fill out a Project Status Update when applying for a new grant.
3. Applicants are **required** to attend an open hearing to answer questions about their request. They will be notified of the location, time and date of the hearing (generally held in mid-October).
4. Following the open hearing, the committee meets (in closed session) to review all requests.
5. The Review panel makes funding recommendations to the Foundation’s Board of Directors.
6. Foundation Directors review the panel’s recommendations and determine the final grant awards at their November meeting. Grants are announced by the end of that calendar year.
7. A final project report is to be submitted within the calendar year following the award’s receipt, or the organization will be disqualified from future grants.