



APPLICATION FORM  
HICKORY COMMUNITY RELATIONS COUNCIL  
FY 2008-2009



(Deadline for applications is Monday, March 2, 2009. **Please review the attached guidelines.**)

Project Title: \_\_\_\_\_

Target Population: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person and Daytime Telephone Number: \_\_\_\_\_

Required Information: (Please attach. See Attached Information Sheet for Complete Details.)

1. Detailed proposal including specific amount and purpose of the request, a concise description of the project, total funds required for the project, other funding sources, need for the project, project goals or objectives and how they will be achieved, description of your organization, method and criteria that will be used to evaluate the project (i.e. how will you measure "success" or "effectiveness"?), and a report on the previous accomplishments of your organization. This section should also comment on how your proposal serves the mission and purpose of the CRC.
2. Detailed line-item budget for the project of no more than one page in length that includes anticipated income and expenditures. Please indicate how CRC funds will be used. Agency budget for the program year in which grant funds are requested.
3. A list of the members of Board of Directors or other governing board of your organization and a brief explanation of how they are elected.
4. A copy of your Internal Revenue Service (IRS) tax-exempt certification or, if a government agency, your IRS tax identification number. Non-profit agencies without IRS tax-exempt certification must submit additional information to prove activities are non-profit in nature.

Grant Request Amount: \_\_\_\_\_ (Awards typically range from \$250- \$1,500)

Total Project Cost: \_\_\_\_\_

Matching Funds and/or In-Kind Services: \_\_\_\_\_

\_\_\_\_\_  
Signature of Project Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director or Chief Executive Officer of Requesting Organization

## INFORMATION AND APPLICATION PACKAGE

### HICKORY COMMUNITY RELATIONS COUNCIL GRANT PROGRAM

The Hickory Community Relations Council (HCRC), an advisory board to the Hickory City Council, is pleased to offer the Hickory Community Relations Council Grant Program. The goal of this initiative is to promote positive human relationships in our community by supporting projects and/or programs that promote equal opportunity, resolution of conflicts and improve relationships among culturally diverse groups in Hickory.

#### **Eligibility**

1. Applicants may include churches, schools, institutions, 501(c)(3) organizations and other tax-exempt organizations. Applications from non-profit organizations that have not received formal tax-exempt status may be considered if the group provides sufficient information on the purpose and activities of the organization and the proposed project or program.
2. Programs requesting grant funding must serve the residents of the City of Hickory.
3. Funds may be used for contracts for services and/or specified honoraria provided the proposed recipient is providing direct services to the target population.
4. The HCRC will not consider applications for programs or projects for political purposes or which promote a particular religious point of view. Funds from the grant program are provided by the city of Hickory and may not be used to pay salaries, construct facilities, or to purchase office equipment. The HCRC will not consider applications from City of Hickory departments but will accept proposals from related support organizations if the requested funds will be used to provide a program or service for which no City dollars are available.

#### **Priority**

1. Priority will be given to programs or projects which will have the greatest impact on positive human relations, that are most effective in bringing together the diverse populations of Hickory and which provide direct services and resources to the targeted populations(s).
2. Additional priority will be given to projects for which in-kind services or matching funds are available provided the matching funds are not provided by the City of Hickory. Applicants are encouraged to be creative in developing projects that address real community needs. They are also encouraged to develop partnerships with other agencies and organizations if at all possible.

#### **Application Guidelines**

- Application Form: The required application form is attached and should serve as the cover document for the proposal and supporting materials.

#### **Proposal:**

1. In addition to the application form, a proposal must also be submitted giving a detailed description of the program or project.
2. The proposal should be on the petitioning organization's letterhead and should be signed by the authorized official of the petitioning organization.

3. The first paragraph of the proposal should contain a sentence stating the specific amount and purpose of the request.
4. The proposal should contain: a concise description of the project; total funds required for the project; other funding sources; need for the project; objectives or goals and how they will be achieved; method of evaluation and criteria for evaluation of project (i.e. how will you measure "success" or "effectiveness?"); description of the requesting organization, including a report on the previous accomplishments of the organization, people served, goals achieved, funding sources, etc.

### **Budget**

1. Budget: Submit a line-item budget of no more than one-page for the program or project that details anticipated income and expenditures. Please state specifically what CRC is being asked to fund.
2. Submit a budget for the agency as a whole, with all relevant details included.
3. Board of Directors: A list of the members of the requesting organization's governing board, with a brief explanation of how members are elected.
4. Tax-exempt Status: Submit a copy of the organizations federal tax-exempt certification from the Internal Revenue Service (IRS). Governmental agencies should provide the IRS tax identification number. Non-profit organizations without tax-exempt status should provide a detailed record of past activities which document the non-profit status of the group.
5. Optional Materials: Additional information and materials may be submitted to supplement the application.

### **Additional Guidelines**

The City of Hickory Community Relations Council will hold 2 grant cycles per year, each spring and fall subject to fund availability.

The staff liaison will send a complete grant review packet to all members of the HCRC after the stated submission deadline.

At the CRC meeting, the chairperson shall present the grants to the CRC for discussion and vote. Recommendations, as determined by a majority vote, shall be forwarded to City Council.

### **Criteria**

1. **Awards typically range from \$250 - \$1,500.**
2. The program must benefit the City of Hickory and its citizens and must pertain to the area of human relations.
3. An agency may receive no more than three (3) grants for the same program within a five-year period.
4. Entities may only submit one project per grant cycle.
5. HCRC's focus is on programs designed to better human relations in the City of Hickory.
6. HCRC considers grant awardees to be partners in fostering better human relations. CRC also requests that agencies receiving funding acknowledge the contribution on marketing and printed materials/brochures.

Failure to submit expenditure reports disqualifies an agency from seeking another grant, and may subject the grant recipient to any recovery or enforcement proceeds allowed by law. Once

expenditure reports are completed to the satisfaction of the City of Hickory Finance Department, the agency may again submit a grant application under the same guidelines.

**Allocation of Funds and Program Verification**

The HCRC will review and comment upon your application to the Hickory City Council who will have final approval. The HCRC reserves the right to recommend full or partial funding, or recommend against funding, in their sole discretion. Additionally, the HCRC may return incomplete applications without forwarding the same to the Hickory City Council for consideration. A full report on the use of the funds and effectiveness of the program is required of recipient groups. The HCRC reserves the right to request an audit of funds allocated to ensure proper use.

**Additional Information**

Additional information is available from the CRC, c/o Claudia Main HR, P.O. Box 398, Hickory, NC 28603 (828) 323-7447

**Deadline for Receipt of Completed Applications**

March 2, 2009