



SHARE FOUNDATION GRANT ADMINISTRATION GUIDELINES

Mission Statement

SHARE Foundation exists for charitable, scientific and educational purposes as an operating foundation providing health related programs and services directly to the community and by providing funds for the support and development of high-quality, community-based, not-for-profit activities in South Arkansas.

The mission of SHARE Foundation is to identify, develop and foster programs and services that further the health and well being of the people of our community and surrounding areas.

I. Grant Categories

- A. **S**ervice
- B. **H**ealth
- C. **A**rt & Science
- D. **R**esearch
- E. **E**ducation
- F. Other charitable purposes

II. Grant Types

- A. Operations –SHARE Foundation may award grants to provide for the initial or expanded operating expenses of qualifying organizations;
- B. Project/program - SHARE Foundation may award grants that fund specific projects or programs administered or operated by a qualified organization;
- C. Capital - SHARE Foundation may award grants to qualifying organizations for capital projects.

III. Grant Recipients

Grants will be awarded to qualifying organizations which:

- A. Are public (governmental) agencies or are tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code;
- B. Are located or have programs operating within Union County; or have proposals that would have a direct impact on Union County;

IV. Grant Exclusions

- A. Direct support to individuals
- B. For profit entities
- C. Disease specific organizations seeking support for national projects and programs
- D. Hospitals
- E. Trips, tours or travel to professional meetings
- F. Projects or programs of religions, fraternal, athletic or veterans groups when the primary beneficiaries of such undertakings would be their own members
- G. Social events or similar fund-raising activities
- H. Telethons
- I. Grants awarded for an indeterminate period of time
- J. Social or political action programs that advocate a specific point of view.

V. Grants Budget

- A. The amount of distributable funds for award during the year will be determined as part of the SHARE budgeting process;
- B. SHARE Foundation staff shall monitor and report grant awards and remaining budget amounts available for award.

VI. Grant Application Process

- A. Grant application - organizations seeking grant funds may initiate the process by submitting a grant application. The grant application should not exceed five (5) pages and should contain the following proposal information:
 - 1) Fully completed cover sheet;
 - 2) Description of the organization and its qualifications;
 - 3) Detailed description of the need to be addressed;
 - 4) Statement of measurable goals or objectives and how the grant will be used to meet those objectives now and in the future;
 - 5) Summary of immediate and long term funding needs and sources;
 - 6) Provisions for measuring achievement of goals or objectives (measurable outcomes);
 - 7) Indication of how you plan to sustain this program after completion of this grant;
- B. Funding will be considered for the following:
 - 1. Projects which address any area and/or action plan identified in Project TOUCH which are as follows:
 - (a) Substance Abuse
 - Alcohol and Drug Treatment
 - Substance Abuse
 - Tobacco
 - (b) Health Services

- (c) Health Behaviors
 - Breast Cancer
 - Cerebrovascular Disease
 - Heart Disease
 - Infant Mortality
 - Prenatal Care
 - Obesity
 - Teen Pregnancy
 - Trachea, Bronchus and Lung Cancer
- (d) Culture and Recreation
 - Affordable Day Care for Children or Elderly
 - Recreational Activities
- (e) Safety and Violence
- (f) Homelessness and Housing
- (g) Economy
- (h) Transportation
- (i) Education
- (j) Environment
 - Water Quality and Quantity
 - Air Quality
 - Community Beautification

2. Programs or projects that are located in or have a direct impact on the citizens of Union County.
3. Additionally, SHARE Foundation will consider entering into collaborative agreements with other agencies. No commitment on the part of SHARE Foundation to fund the preparation of a proposal or to accept such proposal should be inferred from programmatic, fiscal, technical or scientific discussions with staff.
4. Notwithstanding the priorities set forth above, the Funding and Service Operations Committee may recommend and the Board of Directors of SHARE has the power to give priority to and approve grants to any recipients qualified by Section III above for such purposes and in such amounts as the board deems to be in the best interests of the citizens of Union County and which furthers the mission of the Foundation.

C. **The following should also be attached to the five page grant application as outlined in Section VI:**

1. Budget- a copy of the annual operating budget that includes the grant request. The budget should indicate the revenue sources committed to this grant request, the amount of this grant request and specifically how these grant funds will be used. The budget format to be used is attached as Example A;
2. IRS determination letter- a copy of the IRS letter (which includes the tax exempt number) confirming that the organization is tax exempt under section 501(c)(3) of the Internal Revenue Code or documentation that the organization is a public (governmental) agency;

3. Financial report- the most recent financial audit, Form 990, annual report or YTD financial statement. If the only financial report submitted is the YTD financial statement, then it must be signed by the Board Chairman or Finance Chairman to indicate it has been reviewed and approved by the governing board and a current bank reconciliation (with the account number deleted) must also be included; and
 4. Governing Body- a listing of the organization's board of directors and/or advisory council, etc.
- D. Remittance of proposals - the initial grant application and attachments should be sent to:
- SHARE Foundation
Debbie Watts, VP of Administrative Services
403 West Oak St., Suite 100
El Dorado, AR 71730
Phone: (870) 881-9015
Fax: (870) 881-9017
E-mail: debbiejwatts@sbcglobal.net
- E. The original plus nine (9) copies of the application and all attachments must be submitted to the foundation office on or before October 15;
 - F. SHARE Foundation reserves the right to accelerate or delay the consideration of any application. SHARE is committed to open communication with applicants and will make every effort to inform applicants as to the status of their request;
 - G. Additional information – SHARE Foundation staff may request more detailed information upon determination that the proposal meets these guidelines and SHARE Foundation's current goals and interests.
 - H. Letters of support are allowed but not required.

VII. Grant Awards Process

- A. Grant awards are made by the SHARE Foundation Board of Directors on an annual basis in January;
- B. SHARE Foundation staff will review each grant application for compliance with the grant application guidelines set out above. Incomplete proposals and proposals that do not conform to grant application guidelines are subject to disqualification;
- C. The SHARE Foundation Board of Directors will be notified of the date, time and place of the Funding and Service Operations Committee meeting during which the grant applications will be considered so that all board members may have opportunity for input;
- D. SHARE Foundation staff will present qualifying grant applications and staff recommendations to the Funding and Service Operations Committee.

1. The Funding and Service Operations Committee will evaluate the applications based on:
 - (a) Relevance of the proposed project to the mission statement of SHARE Foundation;
 - (b) The funding areas identified under grant application process Section VI.B.;
 - (c) The magnitude of the problem as well as the ability of the applicant to address the problem to include its ability to successfully measure and achieve its stated objectives;
 - (d) The availability of funds.
 2. The Funding and Service Operations Committee will then rank the applications in an order of priority with recommendations for funding or no funding to the SHARE Foundation Board of Directors for final action.
- E. Applicants will be notified within two (2) weeks of the award date, which is customarily within the first two weeks of January, whether or not their proposals have been accepted for funding.

VIII. Funded Proposal Review and Evaluation

SHARE Foundation staff shall review funded proposals and evaluate compliance with funding conditions and expenditures and progress in achieving stated objectives. The review by staff will be reported to the Funding and Service Operations Committee.

IX. Communication Guidelines for Recipients of SHARE Foundation Grant Awards

- A. Grant award announcement press releases

Soon after awarding a grant, SHARE Foundation will submit a press release announcing the award to the local newspapers and other media outlets;
- B. All announcements, releases, fact sheets and other material submitted to the media or otherwise publicized by the grant recipient relating to any SHARE grants or activities shall appropriately mention SHARE therein and shall be subject to prior approval of SHARE as to form and content;
- C. When preparing promotion, educational or other support material (brochures, fliers, registration forms, advertisements, etc.) for a program funded by SHARE Foundation, grant recipients shall indicate on the print material that funding is provided by SHARE Foundation (see phrases below). All such material is subject to the prior approval of SHARE:

1. Funded by SHARE Foundation
2. Program made possible through a grant from SHARE Foundation
3. Program made possible in part by a grant from SHARE Foundation

Revised 09/02/09

EXAMPLE A**2010 ANNUAL BUDGET**

Revenue Source	Org. Name	Org. Name	Org. Name	SHARE	Total
Amount	50,500	55,000	31,200	35,250	171,950
Expenses: (Example only)					
Salaries	40,000	40,000		20,000	100,000
Benefits	8,000	8,000		4,000	20,000
Other payroll exp.	2,000	2,000		1,000	5,000
Rent			18,000		18,000
Utilities			6,000		6,000
Office Supplies			5,000		5,000
Program					
Curriculum				5,000	5,000
Telephone / internet			1,200		1,200
Program					
Equipment				5,000	5,000
Office Equipment			1,000		1,000
Training		2,500			2,500
Miscellaneous		1,000			1,000
Advertising		1,000			1,000
Mileage	500	500		250	1,250
Total Expenses	50,500	55,000	31,200	35,250	171,950



The **mission of SHARE Foundation** is to identify, develop and foster programs and services that further the health and well being of the people of our community and surrounding areas.

Date : _____

Name of Organization requesting grant: _____

Grant Title: _____

Grant Total Budget: _____

Grant Request Amount: _____

Grant Writer name / title: _____

Grant writer telephone number: _____

Grant writer email address: _____

Organization mailing address: _____

Organization telephone: _____

Mission Statement: _____

Website Address: _____

Grant Director name / title: _____

Grant Director telephone number: _____

Grant Director email address: _____

Projected number of people to be reached in Union Co. during this grant: _____

Project TOUCH area to be addressed in grant: _____

Federal Tax Exempt ID # under IRS Code 501(c)(3): _____

Signature of Executive Director: _____

Signature of Board Chairperson: _____