

## **HIEDC Grant Process**

1. HIEDC gives grants based on Grant Applications which are submitted to the organization. Grants will not be given unless a written application is submitted. Send completed Grant Applications to HIEDC, P.O. Box 106, Hobart, IN 46342
2. Contact a HIEDC member for information regarding the grant amount that would be appropriate to request at the time.
3. HIEDC meets the third Tuesday of each month. Grant applications will be evaluated at the next meeting following receipt of the grant application. The Grant Application must be received by the HIEDC Secretary at least 4 days before the meeting date.
4. HIEDC awards grants of varying amounts as funds become available. When evaluating Grant Applications the Members may decide to award an amount different from what is requested.
5. HIEDC will distribute grant funds within 30 days after the grant is awarded.
6. You must deliver a report to HIEDC after the project is complete that should include a description of the project and photographs when possible.
7. For questions or more information contact HIEDC at P.O. Box 106, Hobart, IN 46342 or [info@hiedc.org](mailto:info@hiedc.org)

## **HIEDC Grant Requirements**

To receive a grant from the Hobart Industrial Economic Development Corp. (HIEDC):

1. The application must be completed and received by HIEDC before the deadline;
2. Grants are only made to non-profit organizations exempt from federal taxation under section 501(c)3 of the Internal Revenue Code and to other charitable civic organizations;
3. The organization must include references to HIEDC as the funding organization in all publicity associated with the project;
4. The organization must submit a post project report to HIEDC once the project is complete that includes photo(s);
5. The majority of the benefits from the project should be directed to residents of the City of Hobart. The project should take place within the City of Hobart;
6. Grants are primarily awarded to underwrite program expenses or to fund capital expenditures;
7. Grants are usually not made for endowment or re-granting purposes;
8. No grants may be used for any political campaign, or to support attempts to influence the legislature of any governmental body;
9. HIEDC operates without discrimination as to age, race, religion, sex, disability or national origin in the consideration of grant requests. HIEDC funds only grant seekers who do not unlawfully discriminate as to age, race, religion, sex, disability or national origin.

# HIEDC Grant Application

Name of Organization: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

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

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Finish Date: \_\_\_\_\_

Attach a project description up to 3 pages in length that describes the project and answers the following questions:

1. Detailed project budget describing how the money will be spent and other sources of funds for the project.
2. List proposed vendor(s) where money will be spent.
3. What is the need for the project?
4. What will you do to address the need?
5. Will you use volunteers in the project? If yes, describe.
6. Who will receive services/participate in activities?
7. Where will the services/activities take place?
8. Will you partner with other organizations for this project? If yes, describe the role each will play.
9. How will your organization know if the project is successful?
10. Who will provide a report to the Hobart Community Fund when the grant is complete?

You should also attach:

1. a list of your organization's Board of Directors;
2. an IRS Letter of Determination, memorandum of Understanding or other document that indicates that your organization is a nonprofit; and
3. a recent financial statement for your organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

F.I.D. # \_\_\_\_\_ T.I.D. # \_\_\_\_\_