



**COMMUNITY
FOUNDATION**
OF HARFORD COUNTY

Help Your Neighbor Fund Grant Guidelines, Instructions and Application Form

The Help Your Neighbor Fund was created in 2015 by CFHC in response to significant increases in calls for emergency assistance for basic human needs for individuals and families in Harford County. The severity and urgency of the need and the impact of the financial support on an individual's or family's ability to remain independent should be the determining consideration in providing support.

Grant awards range from a minimum \$250 to a maximum \$1,000 to provide emergency financial assistance to senior citizens, families and individuals in need in Harford County. Funding will be awarded to nonprofit organizations and programs that offer utility, housing, transportation, prescription, or food assistance. Grants may not provide direct cash assistance to individuals.

Eligibility Criteria

To be eligible, an organization must be a designated 501(c)(3) nonprofit under the Internal Revenue Code, which includes houses of worship and government agencies, and can provide evidence of that designation. The organization must be located in and providing services for residents of Harford County. Eligible organizations must have a proven track record of providing financial assistance to individuals in financial need and have a transparent and documented process for tracking the use of financial assistance.

Primary Considerations

When evaluating applications, careful consideration will be given by CFHC to the following factors:

- Potential impact of the request on local residents in need with priority given to immediate needs
- Degree to which the organization has established processes and capacity to assess needs and allocate resources
- Organization's fiscal responsibility and management record

Program Exclusions

This program will not provide funding for:

- | | |
|-------------------------|-------------------------------|
| -Direct cash assistance | -Operational deficits |
| -Building campaigns | -Debt retirement |
| -Operational support | -Sectarian religious programs |
| -Endowment funds | -Training |
| -Fundraising campaigns | -Program development/creation |

Reporting Requirements

Grant recipients will be expected to provide a detailed accounting of the expenditure of funds as well as a brief narrative describing the impact of the grant. This report will be due within 30 days of the final expenditure of funds. Subsequent requests will not be considered until reporting requirements are met.

Questions? Email info@cfharfordcounty.org.



Help Your Neighbor Fund Grant Application

CFHC accepts only complete applications in the format outlined below. Proposals must not exceed two pages. Do not send any attachments. Email completed application to: info@cfharfordcounty.org.

AGENCY INFORMATION:

Agency Name:

Agency Address:

Year Agency Created:

Federal EIN:

Agency Contact Person:

Title:

Phone:

Email:

Board Chair/President:

Date of Request:

Amount Requested:

Has your organization received/been denied a grant CFHC?

Yes

No

Details:

GRANT PROPOSAL:

1. Describe the specific purpose for which this grant is requested. Identify the emergency need(s) to be met.
2. Briefly describe the process your organization uses to determine eligibility and your ability to verify the emergency request(s) for financial assistance.
3. Describe the process used to distribute financial assistance to individuals and families in need and verification that assistance was used for its intended purpose(s).
4. Provide other relevant statistics about your program such as the total number of people served this year and the previous year, demographic information, and the total amount of fund expended on an annual basis to meet emergency needs.

Help Your Neighbor Fund grant applications will be accepted from eligible organizations on a rolling basis. Grant request will be reviewed within two weeks. Depending on availability of funds, an organization may apply for a subsequent grant after sufficiently documenting distribution of funds from a previous Help Your Neighbor Fund grant. Grants must be distributed to a variety and diversity of individuals and families.