

The Kendrick Foundation Letter of Intent *and* Grant Application are now submitted online via a web-based application platform. We will no longer be accepting paper applications. Please visit the Kendrick Foundation website for a link that will allow you to register your organization for this application process.

Both the Letter of Intent and Grant Application will allow you to upload the information listed below as attachments after completing a basic form letter.

Please note: the instructions below are for the Grant Application only.

Grant Application Checklist and Submission Instructions

BASIC FORM:

___1. Kendrick Foundation Grant Application Form

ATTACHMENTS:

___2. Proposal Summary, not to exceed four pages

___3. Detailed project budget justifying the amount of funding requested; identify all projected income and expenses

___4. Your organization's **current** annual operating budget

___5. Your organization's prior year income and expense statements and/or prior year financial audit

___6. Copy of your organization's 501(c)3 IRS determination letter, if applicable

___7. No more than three letters of recommendation or endorsement for the proposed project

___8. Your organization's most recent annual report

___9. A list of your organization's board of directors and key program personnel

Please note many of these items will need to be uploaded as a MS Word DOC or Adobe PDF file. If you cannot upload these attachments we will gladly assist you.

Proposal Summary (not to exceed 4 pages) should include:

- Describe the specific goals and activities, including the time frame, for which you need funding and how these goals and activities address the need.
- Brief history of your organization, its purpose, staff, and the geographical area it serves. Describe your constituency and how it is involved in the planning, delivery, or evaluation of your programs.
- Describe the expertise or experience your organization brings to these activities and describe partnerships planned, if any, with other organizations on this project.
- Address long-term strategies for funding of this program, if applicable.
- Describe how you will measure or determine the effectiveness/success of this grant. This year we will require more data and statistics to measure the effectiveness and impact of the program or services this grant will fund. Please address how you will collect this information in your proposal.

Kendrick Foundation, Inc., operates without discrimination as to age, race, religion, sex, disability, or national origin in the consideration of grant requests, and will award grants only to grant seekers which do not unlawfully discriminate as to age, race, religion, sex, disability, or national origin.

For More Information

Visit our website at kendrickfoundation.org for more information. You may also contact the Kendrick Foundation in care of the Community Foundation of Morgan County toll-free at (855) 280-3095.



Kendrick Foundation, Inc.

Grant Guidelines and Application Process

Grant Cycle 2015



Supporting the health of Morgan County through Grants and Scholarships

250 North Monroe Street
Mooresville, IN 46158
Toll-Free: (855) 280-3095
kendrickfoundation.org

The Kendrick Foundation

Kendrick Foundation, Inc., was created to support health-related programs in Morgan County. More specifically, its purposes include:

1. Contributing grant monies to tax-exempt medical and health programs
2. Providing support directly to community health care outreach programs
3. Supporting health care education
4. Providing financial support to programs for the medically indigent
5. Making grants to health-related organizations and charities in Morgan County, which may include community health care programs, hospice programs, health care education and training, and tax-exempt medical and health programs

Kendrick Foundation maintains no staff of its own; rather, the staff of the Community Foundation of Morgan County, Inc. serves as the staff for Kendrick Foundation.

Please direct all inquiries through the staff of the Community Foundation of Morgan County, Inc., 250 North Monroe Street, Mooresville, IN 46158 or the CFMC main office at 56 North Main Street, Martinsville, IN 46151. Staff members may be contacted by calling toll-free (855) 280-3095.



Grant Application Process

By following this process you will be able to provide Kendrick Foundation, Inc. and staff with the appropriate information at the proper time.

FIRST, A LETTER OF INTENT:

Prior to submitting a full application, a Letter of Intent must be submitted which briefly describes the project. A link to this online form is available on the Kendrick Foundation website. This must be submitted online by 4 p.m. on Friday, March 13, 2015. *Please review your project carefully before submitting this Letter of Intent to ensure it confirms with the Grant Qualifications of the Kendrick Foundation listed in this brochure.*

Applicants will be notified in writing if they are encouraged to submit a full application or that their project cannot be funded.

SECOND, A FULL GRANT APPLICATION:

If your letter of intent is approved you will be given a link to complete a full application online. The checklist in this brochure may be of assistance.

Confirm that you have a copy of your organization's 501(c)3 determination letter from the IRS, unless you are a church, public school, or government entity. Prepare your

proposal using the Grant Application Cover Form and the Grant Application Checklist and Submission Instructions.

Please note that the Kendrick Foundation grant review meeting for this grant cycle will be held in June.

Written notification of approval or denial of your grant application will be mailed on June 19, 2015.



Grant Qualifications

Grants are made only in the five general areas previously listed, and only to charitable organizations for projects that benefit Morgan County residents.

The purpose of this grant.

Describe the need, problem, or issue your proposal addresses, and through what planning, observation, or research you determined this need. This year priority will be given to grants focusing on one of the areas:

- Suicide Prevention,
 - Substance Abuse, or
 - Care and Management of Diabetes.
- Grants are *not* made to individuals, except for the separate Kendrick Scholars program.
 - Most grants are single-year awards. Multiple-year grants are occasionally considered, but any grant of more than one-year duration is subject to a performance review before funds are released for subsequent years.
 - Grants are made with the understanding that the Kendrick Foundation has no obligation or commitment to provide any additional support to the grantee.
 - Requests for support of projects presented by religious organizations will be considered if they meet the other grant qualifications and the project does not promote the teachings of a particular church or denomination.
 - No grants will be used for any political campaign or to support attempts to influence legislation of any governmental body, other than through making available the results of nonpartisan analysis, study, and research.
 - No grants will be made to provide long-term operating support.
 - No grants will be made exclusively for endowment purposes of the recipient organization.