

Citrus County Charitable Foundation, Inc.  
Grant Funding Policy

I. POLICY

In accordance with Section 6.08 of the Charitable Foundation's Bylaws, it is the policy of the Charitable Foundation to award grant funds only to promote the health or satisfy the medically related needs of citizens and residents of Citrus County, Florida. Grant awards are funded from eighty percent (80%) of the Earnings on Principal Assets invested from Transaction Proceeds in accordance with amounts appropriated in the Charitable Foundation's annual Budget. Grant funds will not exceed 4% of assets, less the operational expenses, in each Fiscal Year. No grant funds shall be awarded to social, religious or political organizations for those purposes or for programs and services not available to the general public without regard to any affiliation with a social, religious or political purpose.

II. PURPOSE

The Charitable Foundation strives to improve the health and wellness of citizens and residents in Citrus County, Florida by awarding grants in the areas of Health Education, Community Health, Preventative Health, Health/Medicine Programs/Projects, and Health/Medicine Research or Initiatives.

III. DEFINITIONS

- a. Principal office shall be defined as a physical office located within the corporate limits of Citrus County.
- b. Grant Cycle shall be that period of time established by the Grants Committee in which grant applications are reviewed and considered for approval.
- c. Health promotion and medically related shall be defined as any program serving or meeting the health needs of individuals, including but not limited to medical, vision, dental, nutrition, preventative health, mental health, substance abuse, healthy behaviors, health education and sanitation.
- d. Research shall be defined as any academic research, or other scientifically supported study of health related needs, or effectiveness of service or treatment.
- e. Administrative Expenses shall be defined as those expenses associated with clerical, administrative support, or other management services or personnel, e.g. in-direct service expenses.
- f. Operating Expenses shall be defined as those expenses incurred in the direct provision of services to targeted individuals.
- g. Eligible Organization(s) shall be defined as private not-for-profit organizations certified as tax exempt under Sections 501(c)(3) or 170(c) of the Internal Revenue Code, and are classified as "not a private foundation" under Section 509(a) with a principal office located in Citrus County either at the time of application, prior to the effective date of any grant agreement, or prior to receipt of any awarded grant funds. Hospitals, educational institutions, or governmental, quasi-governmental, or

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other public institutions are also Eligible Organizations. Organizations that have completed and filed Form 1023 but have not yet received an IRS determination letter are not eligible to apply.

- h. **Prohibited Uses/Expenses:** Expenditures for bricks and mortar, office administration, or any of the following: for-profit organizations, annual fund drives, galas, or other special-event fundraising activities, capital campaigns, deficit financing and debt reduction, dissertations or student research projects, indirect/administrative costs, organizations which limit services to any one religious group or members of a specific, sectarian perspective, institutions that discriminate against any protected class or on the basis of race, creed, gender, or sexual orientation in policy or in practice, other endowments or grant agencies/foundations for ultimate distribution to organizations or programs selected by such agencies or foundations, individuals seeking loans, scholarships, fellowships, travel assistance, conference or meeting fees, requests made from organizations without a physical or principle address within the legal boundaries of Citrus County, Florida.

#### IV. PROCEDURE

- a. *Grant Cycle Schedule.* Each year at its Annual Meeting, the Charitable Foundation Board, upon recommendation from the Grants Committee, sets a grant cycle schedule for the Fiscal Year.
- b. *Public Notice.* Upon adoption of the Grants Cycle Schedule for the Fiscal Year, the Grants Committee Chair, in collaboration with the Charitable Foundation Executive Director, provides public notice of the Grants Cycle Schedule on the Charitable Foundation's website, and through paid advertisement in a local newspaper.
- c. *Online Applications.* Applications can only be submitted online through the CCCCFF website unless otherwise specified by the Board. If the applicant has any questions and or concerns regarding the Online Application contact the Executive Director at (352) 201-6142.
- d. *The Application Process.*
  - 1. In the Preliminary Section of the Online Fillable Form will address the basic requirements of the Application. Upon approval, if applicant meets all eligibility requirements, the online Main Section of the Application will open up and allow the user to complete the Full Grant Proposal. Online Access to the Application will only be available during the Published Noticed Timeframe.
  - 2. The Main Section of the Grant Application will become available upon completion of Preliminary Section. When the user submits the Grant Application (Main Section), the Grant Application will be

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sent via CCCCCF Website Server to the CCCCCF Executive Director for distribution to the Grants committee.

3. Upon submission of Application the Applicant will receive an email from the executive director regarding completion of documentation submission.
4. The Grants Committee will then review and submit the grant applications to the Charitable Foundation Board for their review and approval. All recommended grant applicants will be informed of the grant selection meetings and invited to attend for the opportunity to answer questions or provide further information if needed by the Charitable Foundation committee and Board. Applicants awarded grants (grantees) will be informed via email.
5. Any grant awarded will require a site visit within a 120 day period, an initial six (6) month report and a one year final report, unless otherwise specified. The grantee will be notified via email once prior to the reporting deadline. The yearly report form is available online and must be completed and submitted via email within 14 days on/or before the anniversary of the grant funding. Misuse of grant funds or non-reporting will incur a full pay back to Charitable Foundation of the grant amount.

e. Disqualification of Consideration

- i. Any grant applicant that fails to meet the established grant criteria may be disqualified from consideration.
- ii. An otherwise qualified grant applicant may be disqualified from consideration if the potential grantee was a previous grant recipient and failed to timely and completely comply with the obligations under the prior grant agreement, and such disqualification will be for a period of two years from the termination of the prior grant agreement.

V. FORMS

- a. Grant Process FAQs
- b. Grant Award Letter
- c. Grant Denial Letter
- d. Grant Agreement Form
- e. Grant Reporting Form

Adopted:	05/24/2018
Last Approved:	11/17/2022
Last Revised:	11/17/2022
Next Review:	09/01/2023