

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

Citrus County Charitable Foundation, Inc.
Grant Funding Policy

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 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 Secretary, provides public notice of the Grants Cycle Schedule on the Charitable Foundation's website, and through paid advertisement in a local newspaper.
- c. *The Application Process.*
 - i. **Step 1 – The Letter of Inquiry**

A Letter of Inquiry should be sent to the Citrus County Community Charitable Foundation, Inc. (Charitable Foundation) Grants Committee at the beginning of each grant cycle (there are two cycles per year, the dates will be announced on the Charitable Foundation website, www.ccccf.us and the local newspaper. The Letter of Inquiry should be no more than a two-page summary of the project/program, the funding required and a copy of the tax-exempt letter from the IRS (with EIN/TIN clearly showing). Qualifying 501(c)(3) not-for-profit organizations are invited to submit a

Citrus County Charitable Foundation, Inc.
Grant Funding Policy

Letter of Inquiry once per calendar year via US mail to Citrus County Community Charitable Foundation, Inc. PO Box 2706, Inverness, Florida 34451 by 5 p.m. on the noticed due date. Applicants should note that any materials submitted or meetings attended are subject to public records requirements and the Sunshine Law. Letters of Inquiry will only be accepted during the noticed grant cycle and any that are received after or before the noticed due dates will not be reviewed or stored.

ii. Step 2 – Process After The Letter of Inquiry Has Been Approved

The Charitable Foundation Grants Committee will review each Letter of Inquiry for proper form, and eligibility under the established requirements. The Grants Committee then submits the Letters of Inquiry summarizing the project/program or research and their recommendations to the Charitable Foundation Board for approval. Approval of the Letters of Inquiry does not mean automatic grant funding.

iii. Step 3 – The Grant Proposal

Once a Letter of Inquiry is approved, the nonprofit is invited via by email to apply for a grant. Four (4) hard copies of the completed grant proposal, consisting of one original including a cover letter on organization letterhead with all supplementary materials attached, plus (3) more copies of the grant proposal only, must be mailed to the Grant Committee at received at PO Box 2706, Inverness, FL 34451 before or by 5 p.m. on the noticed deadline date. Late grant proposals will not be reviewed. A copy of the complete grant proposal without the supplementary materials should also be emailed to ccccf2015@aol.com for archival purposes only and will not be reviewed or used as a replacement for mailed proposals that are late. The Grants Committee will review each grant for proper form and that all requirements have been met. The Grants Committee will then submit the grant proposals to the Charitable Foundation Board for their review and approval. All selected grant applicants will be informed of the grant selection meetings and allowed to attend. In this way the selected applicants will be able to answer questions or provide further information if needed by the Charitable Foundation Board. Applicants awarded grants (grantees) will be informed via email and mail.

iv. Step 4 – Reporting Period

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

Citrus County Charitable Foundation, Inc.
Grant Funding Policy

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.

- d. 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. Letter of Inquiry Instructions
- b. Grant Process FAQs
- c. Grant Application Form
- d. Letter of Inquiry Acceptance/ Invitation to Apply
- e. Letter of Inquiry Declination
- f. Grant Award Letter
- g. Grant Denial Letter
- h. Grant Agreement Form

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