

HIRAM COMMUNITY TRUST

Guidelines for Grant Applications

2014-2015



*Financial Support
For Community
Enhancement*

The Hiram Community Trust

The Hiram Community Trust was established in 1991 through the generosity of Reign Hadsell, a graduate of the Hiram College class of 1926, former principal of Hiram Public School and resident of Hiram. Reign's generosity to the community continues through the Hiram Community Trust. Since 1991, the Hiram Community Trust has provided over \$400,000 for projects that make Hiram and its surrounding communities a distinctive and special place to live. It was Reign Hadsell's wish that the **projects funded by the Hiram Community Trust promote a spirit of cooperation among Hiram Village, Hiram Township, Hiram College, and James A. Garfield and Crestwood Local Schools.** Preference for funding will be given to collaborative projects that reach wide audiences.

The Hiram Community Trust Board consists of five members who are charged to uphold the values set forth by Reign Hadsell. The purpose of the fund is to enrich life in the Hiram community by funding creative proposals for projects to support community enrichment.

Part of the Board's responsibility is to serve as a source of information and assistance for interested applicants. The board is willing and eager to help applicants with the proposal generation process.

Funding Guidelines for the Hiram Community Trust

I. Who is Eligible to Apply for Funding?

The Trust is designed to benefit the residents of Hiram Village and Hiram Township, the students and faculty of Hiram College, and the students, teachers, and communities of James A. Garfield and Crestwood Schools which serve the Village and Township. Any organization which serves or includes these groups is eligible to apply for funding from the Trust.

II. How Much Money is Available?

Hiram Community Trust funding is competitive. Last year, 26 proposals were received, requesting nearly \$109,000. The fund this year will provide approximately \$38,000. Applicants are strongly encouraged to collaborate with community partners and to consider matching funds, including:

- In-kind contributions (i.e., donated items or services for which applicants would otherwise have to pay cash); and/or
- Admissions fees or cash contributions.

III. What Types of Projects Will Be Considered for Funding?

1. Civic & Cultural Programs;
2. Community planning, beautification, and environmental projects;
3. Historical preservation and research;
4. Multi-year projects with a strong vision and long-range planning will be considered. Multi-year proposals must include information about the entire project. If awarded, applicants are required to submit an interim report on the progress of the project to date.
5. Other projects which do not fit the above descriptions but which promote a spirit of cooperation and serve to make the Hiram area a distinctive and special place.

Hiram Community Trust grant money may not be used to:

- Pay outstanding debts;
- Support projects whose primary purpose is to raise funds for an applicant's general expenses;
- Support projects which historically have been supported by another agency or applicant, although requests which would augment or expand such projects will be considered;
- Reimburse expenses accrued prior to the start of the funding period (beginning July 1);
- Fund a project for which there is little or no community involvement

IV. Applying for funding

Deadline for Proposals: April 4, 2014

Individuals or organizations must submit a written proposal to the Hiram Community Trust Board by April 4, 2014. A proposal must be signed by an appropriate authority. Proposals should be for projects requiring funding after July 1 of the application year. Proposals submitted after April 11 will not be considered for funding in this cycle.

For an electronic copy of the Grants Application, contact: sorrickmw@hiram.edu

Submit proposals to: Hiram Community Trust
c/o Matt Sorrick
11715 Garfield Rd., P.O. Box 67
Hiram, OH 44234

Announcement of Awards

All applicants will be notified in writing as to the action on their request no later than May 16, 2014. Funds will be available beginning July 1.

V. What to Include in a Proposal

Complete an application form and submit it to the Hiram Community Trust Board. Proposals must include the following information in sections A-E.

The Hiram Community Trust Board reserves the right to request additional information or clarity during the proposal review process.

A. Project Description: The Project Description must address the following:

1. philosophy and rationale
2. design and implementation
3. how the project serves the Hiram community and promotes a spirit of cooperation
4. the audience and participants
5. publicity efforts
6. existing support and experiences
7. continuation or follow-up plans
8. the evaluation process

B. Budget: Include a detailed budget for the project. Funds provided under the terms of these grants

should be used in the most effective way possible. Where appropriate, project organizers should obtain competitive bids. A budget should contain the following items:

1. All projected expenses and anticipated income;
2. The source of any cash match;
3. The source and value of any in-kind contributions. Only those in-kind expenses which are directly related to the project may be used as matching funds.

C. **Support:** Letters of support which document:

1. The donation of in-kind goods and services;
2. The support and cooperation of other organizations, if any, which will benefit from the project.

D. **Additional Information:** In addition to the budget, applicants must submit additional information as follows:

1. **Civic & Cultural Proposals** must include information about the person(s) or organization(s) appearing in the program (i.e., promotional materials, reviews of past performances or presentations, etc.), as well as admission fees and transportation/lodging arrangements.
2. **Community Planning, Beautification, and Environmental Proposals** must submit evidence of collaboration from at least one of the following: Hiram Village Council, Hiram Township Trustees, Superintendent of schools and/or College Administrators, depending on the nature of the project.
3. **Historical Preservation & Research Proposals** must include documentation of the historical value of the materials to be preserved or researched, as well as a description of the plan to make the results of the project available to community members through publications, presentations, etc. The final project should include the submission of a copy of the research to the Hiram College Archives.

E. **Certification:** The grant administrator and organization administrator or supervisor (if appropriate) must certify their responsibility for the coordination and completion of the proposed project.

VI. Responsibilities of Grantees

- **Contract:** Grantees must sign and return the Grant Contract to the Board by June 6, 2014 in order for funds to be disbursed.
- **Acknowledgement:** All grant recipients must acknowledge the support of the Hiram Community Trust in all publicity materials and programs.
- **Invitations:** Where appropriate, the Hiram Community Trust Board must be invited to attend programs and performances.
- **Grant Changes:** Grantees are required to notify in writing the HCT Board of any changes in the project which occur after the application has been approved. The Board reserves the right to adjust funding amount accordingly.
- **Final Report:** Grantees must submit a written final report about the funded project to the Hiram Community Trust within 30 days of the completion of the project. Failure to do so will jeopardize your chances for future funding. Grantees should retain records and receipts in a manner suitable for auditing.
- **Remaining Funds:** If any grant funds remain after the conclusion of the project, they must be returned to the Hiram Community Trust.

IX. Questions & Information

To obtain application forms and/or additional copies of these guidelines contact:

Matt Sorrick
PH: 330.569.6003
EM: sorrickmw@hiram.edu

Hiram Community Trust, c/o Matt Sorrick
11715 Garfield Rd., PO Box 67
Hiram, Ohio 44234

Hiram Community Trust Board

Hiram Township

Hiram College

Matt Sorrick
11715 Garfield Rd., POB 67
Hiram, Ohio 44234
330.569.6003
sorrickmw@hiram.edu

Hiram Village

Sharon Ann Bertrand
11700 Peckham Ave.
PO Box 1887
Hiram, Ohio 44234
330.569.7779

At Large

Amy McCoy
6420 Hankee Rd.
Mantua, Ohio 44255
330.569.3169
agmccoy@netscape.net

Public Schools

Kristine Gilmer
James A. Garfield Schools
10231 S.R. 88
330.993.0507
Garrettsville, Ohio 44231
kgilmer@jagschools.org

The Hiram Community Trust will gladly accept capital contributions to further its causes.