

Saluda Community Fund
at the
Polk County Community Foundation
2012 Guidelines

The Saluda Community Fund celebrates Saluda! An anonymous donor established this competitive grant fund in 2006 to benefit Saluda organizations that are serving the residents of Saluda. The donor feels Saluda is “the most unique place on the planet; there is a sense in people of being where they belong.” The generous gift that established this visionary fund was made in honor of the donor’s family and in celebration of the citizens of Saluda.

The Saluda Community Fund is a permanent endowment fund so funds will be available in perpetuity to award grants to benefit the Saluda community. Any gifts to the Saluda Community Fund will increase the grant budget by increasing the size of the endowment. Anyone who wishes to support and celebrate community life in Saluda may make a gift to this fund at any time.

Which organizations may apply? Any organization that is located in Saluda and serves the residents of Saluda is eligible to apply. Saluda nonprofits, Saluda organizations supported by tax dollars, and other Saluda organizations engaged in charitable or civic projects to benefit Saluda residents are all welcome to apply. If your donors do not receive tax deductions for contributions to your organization, or your organization is a church, please contact our Director of Grants for details about eligibility.

What types of grants may be awarded? Grants may be awarded for (a) civic events in Saluda which are open to residents of Saluda and may be attended by others as well, (b) non-recurring expenses or capital projects like repairs to roofs, remodeling and the purchase of equipment which will last for some years (however, no more than one-half of the annual distribution should be awarded for the capital projects of any one organization), and (c) other special projects considered worthwhile by the Polk County Community Foundation.

Additional Application Hints and Requirements: Please refer to the signature page.

Questions? For additional information concerning this or other grant applications, or help with your unique situation, please contact our Director of Grants at the Polk County Community Foundation.

You may visit us at 255 South Trade Street, Tryon, NC or at www.polkccf.org; call 828-859-5314; or email: grants@polkccf.org.

Dates and Dollars: For application deadlines, interview dates and available dollars, please see the Dates and Dollars sheet available online and in our offices. Please note that all applications are due on Tuesdays by 1:00 on the date indicated.

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2012 Application

I. COVER SHEET:

Date of Application: _____

Organization Name: _____

Address: _____

Telephone Number: _____ Email: _____
(optional, used for mailing list)

Name and Title of Head of organization (CEO/Executive Director/President/Board
Chair/Superintendent/Principal):

Name: _____

Title: _____

Telephone Number: _____ Email: _____

Contact Person for this grant application (if different from above):

Name: _____

Title/Role in the organization: _____

Telephone Number: _____ Email: _____

What is your tax identification number? _____

What is your nonprofit status? _____

Enclose IRS 501(c)(3) letter (required) or explain your charitable status if not a 501(c)(3). (eg. Unit of Government)

Is your organization more than five years old? _____

When does your fiscal year end? (eg. June 30) _____

Project Title: _____

Grant Request: \$ _____ Total Project Budget: \$ _____

When will you use the grant funds? _____

Is your organization based in Saluda? _____ Yes _____ No

Will this endeavor benefit the residents of Saluda? _____ Yes _____ No

II. NARRATIVE:

- A. On a separate sheet, please provide brief answers to each of the following questions. Please type or print clearly. Your answers may be used to publicize successful grants applications.
1. Summarize your organization's mission in two or three sentences.
 2. What is your charitable endeavor?
 3. Explain how this event or capital project will benefit the residents of Saluda.
 4. Who will be involved in carrying out the plans outlined in this request? Include a brief summary of the qualifications of the key individual(s) involved.
 5. If you receive a grant, how will you make other Saluda residents aware of your grant from the Saluda Community Fund at the Polk County Community Foundation?

III. REQUIRED ATTACHMENTS:

- A. Attach a detailed project budget on a separate sheet. The total on your attached detailed project budget should match the "Total Project Budget" listed on the cover sheet.
- B. Attach an Operating Statement for the most recently completed full fiscal year detailing expenses and revenues (income) by category. Operating Statements without income categories are incomplete. This must specify the time period (January 1 - December 31, 2011 if your fiscal year is the calendar year) and be labeled "Operating Statement," "Revenues and Expenses" or the like to distinguish this financial document from budgets Attach a detailed project budget on a separate sheet.

IV. OPTIONAL ATTACHMENTS:

- A. Your application may be stronger if you include one or two letters of recommendation which explain why this grant would benefit the Saluda Community.
- B. You may include up to three pages of supplemental materials to help explain your grant proposal.

V. SIGNATURE:

I certify that the information contained in this proposal is true to the best of my knowledge and I have the authority to commit the organization to this project.

Signature

Printed Name

Title: _____ Date: _____

This must be signed by the person who is listed as the head of your organization on the cover sheet.

General Application Requirements: Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, electronically delivered or faxed applications shall not be considered for funding. All application materials must be submitted together in one package.

Application Format: Some sections of the application require you to fill in blanks by either completing the paper form or the electronic .pdf version available for download on our website. Responses may be saved on the electronic version and printed out to submit with additional materials required by the application. Recreating forms by re-typing, copying and pasting, etc., causes formatting changes that alter the original application, and make applications more difficult to process; therefore, submitting recreated forms will automatically make your application incomplete.

Application Review: If you wish, you may schedule an appointment well in advance of the deadline with our Director of Grants. During your appointed time, you may ask the Director of Grants to certify that your application has been turned in on time and is complete. The Director of Grants does not have the authority to certify that incoming applications comply with all Foundation policies and IRS mandates. Because any error will prevent this application from being considered, we recommend that you take advantage of this opportunity to have your application reviewed.

**Please submit applications to:
Polk County Community Foundation
255 South Trade St.
Tryon, NC 28782**