

HOWARD FAMILY FOUNDATION, INC.

GRANT GUIDELINES

Applying for a Grant

Purpose

The Howard Family Foundation was founded by Lilian C. Howard to support activities in the following areas:

- Education, libraries
- Arts
- Community Service
- Disaster Relief
- Relief for victims of disease and their families

Applying for a Grant

Grant Applications must be submitted on the Howard Family Foundation Grant Application form attached. The Foundation may request additional information in writing from applicants. The Foundation may seek to consult with persons knowledgeable about the proposed activities and seek suggestions from you as to who might be qualified to assist us with our inquiry. We may seek an in-person or on-site interview. The Foundation considers more needs each year than it can fund; you should not interpret any requests for additional information as an indication of likely support.

Grant Applications will be reviewed for:

- the priority of the proposed activity within the Foundation's goals
- the impact of the potential results of the activities
- the availability of the Foundation's funds

Applications are accepted from May 1st through June 30th. Decisions are made by August 31st at which time you will be informed of the decision. If a grant is awarded, you will be asked to sign a Grant Agreement that lays out reporting and other requirements.

Eligibility

The Foundation makes grants only to tax-exempt organizations with §501(c)(3) classifications from the Internal Revenue Service.

The Foundation will not consider requests for general fund-raising, deficit financing, or loans and grants to individuals. The Foundation does not provide scholarships or fellowship support to individuals at this time. The Foundation does not make grants for

research projects or give support to conferences, seminars, media events, or workshops unless they are an integral part of a broader program. The Foundation does not provide support for the production and development of television and radio programming.

All correspondence, including Grant Applications, should be submitted to:

Howard Family Foundation, Inc.
Todd L. Campbell
47 Old Laxfield Road
Shrewsbury, MA 01545

11. Type of request:

- General support Start-up costs
 Project support Technical assistance
 Endowment Capital expenditures
 Other

12. Principal sources of support:

- % United Way % Government contracts
 % Foundations/corporations % Earned Income
 % Individual contributions

13. Previous funding from the Howard Family Foundation? Yes No

14. PURPOSE OF REQUEST (The summary should not exceed this space)

15. WHY IS THIS PROGRAM UNIQUE? WHY IS IT NEEDED?

16. SUMMARIZE THE ORGANIZATION'S HISTORY, MISSION AND GOALS.

17. LIST ANY OTHER ORGANIZATIONS IN THE AREA WITH A PURPOSE SIMILAR TO YOUR ORGANIZATION AND DESCRIBE COLLABORATION, IF APPROPRIATE.

18. DESCRIBE WHAT CHANGES WILL OCCUR AS A RESULT OF YOUR PROGRAM.

19. DESCRIBE YOUR PLANS FOR SUSTAINING THE PROGRAM (funding and other resources).
20. FUNDING SOURCES AND AMOUNTS APPLIED FOR, RECEIVED OR COMMITTED.
21. Please enclose the following information with this application:
- APPENDIX A: A complete budget for the project or program.
- APPENDIX B: The current annual operating budget; include in-kind services and volunteers' hours contributed.
- APPENDIX C: Current Board of Directors, listing business addresses and occupations.
- APPENDIX D: Current audited financial report.

APPENDIX E:

The Howard Family Foundation considers grant applications only from public charities as defined under the Internal Revenue Code and applicable regulations.

An applicant must have obtained a 501(c)(3) determination letter prior to submitting an application and must include a copy with this application.

If the applicant is not required to have obtained a 501(c)(3) letter, it must provide a copy of an IRS letter or a legal opinion certifying that the applicant is a public charity as described in section 509(a) (1), (2), or (3).