

# Immediate Needs Grant

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*Community Foundation of Huntington County*

## *Application Instructions*

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### **Grant**

### **Requests**

An immediate needs grant offers the ability to apply for a grant when an unforeseeable and unexpected need arises that requires a quick response that cannot be delayed.

Requests that are **not** time sensitive and/or **do not** require a grant decision within five business days will be denied.

### **Eligibility**

Grant amounts are **less than or equal to \$1,500**. For projects that exceed \$1,500, grants may be given as the "last-dollar-in."

Organizations are limited to **one** immediate needs grant per calendar year.

Any charitable organization or cause serving Huntington County can apply for funding. Organizations or causes who do not have an approved 501(c)(3) charitable status by the IRS will need a fiscal sponsor who is a 501(c)(3) as their grant administrator.

### **Evaluation**

Applications will be evaluated based on the merit and immediate purpose of the project. Priority consideration will be given to those applicants that present a thoughtful, reasonable explanation as to why the project is time sensitive and requires a grant decision within 5 business days.

### **Submission**

### **Deadline**

Applications can be submitted at any time during the calendar year, however, grant funding is limited and the application will close once funds have been exhausted.

### **Saving Your Application**

Your application will be saved automatically as you complete each question. When you log back in to your profile, you will be able to start where you left off.

### **Technical Assistance**

If you need technical assistance with your application, please email [info@huntingtonccf.org](mailto:info@huntingtonccf.org) with your question and one of our staff members will respond as soon as possible.

## Application

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Please name your project.

### Project Name\*

*Character Limit: 100*

Please describe your proposed project in up to 2,500 characters.

**Remember your project will be evaluated based on the merit and immediate purpose of the project.**

**Priority consideration will be given to those applicants that present a thoughtful, reasonable explanation as to why the project is time sensitive and requires a grant decision within 5 business days.**

### Summary of Request\*

*Character Limit: 2500*

Grants will be **less than or equal to \$1,500**. (If the total project cost exceeds \$1,500, grants will be "last dollar in")

### Grant Amount Requesting\*

*Character Limit: 20*

### Total Project/Program Cost\*

*Character Limit: 20*

Please list any additional sources of funding for this project.

This could include other grants, donations, operating reserves, etc. Please indicate whether additional sources are pending or committed.

### Additional Sources of Funding

*Character Limit: 2500*

## Attachments

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### Request Documentation

Please upload the following items. Remember, applications will be evaluated on the merit and immediate purpose of the project.

**Only pdf file formats will be accepted.**

Please upload a project budget showing how grant funds would be used.

### **Project Budget\***

*File Size Limit: 2 MB*

If you have price quotes/estimates related to the project, please upload those here.

### **Price Quotes/Estimates**

*File Size Limit: 2 MB*

If you have any other relevant items you wish to include with your application, please upload those here.

### **Additional Item 1**

*File Size Limit: 2 MB*

### **Additional Item 2**

*File Size Limit: 2 MB*

### **Additional Item 3**

*File Size Limit: 2 MB*