

## Monument Hill Foundation 2022 Grant Application Instructions

The Monument Hill Foundation, which is the charitable arm of the Monument Hill Kiwanis Club, provides grants annually to charities (as defined by the IRS) including various qualifying youth organizations, to schools for various educational activities and scholarships, and to various charitable community organizations. Our “Call Period”, or when the application will be accepted for consideration, is **April 15th through May 31<sup>st</sup>** this year. **Requests will not be accepted before or after these dates.** Those who are approved for a grant will receive a check during our Foundation’s fiscal year (October 1, 2022 through September 30, 2023) as the needs of recipients and the availability of funds allow.

We are again using online applications to gather and process grant requests. For this reason, 2022 Grant Requests will be accepted only if you use the computer-based form that can be accessed by clicking the “**Application Form**” button below. Before you start, though, we advise you to gather advance **electronic copies** of support documents (scanned or otherwise) as described in the following table. These vary depending on the nature of your organization. Note: Applications from school districts and other educational institutions do not need these attachments.

If your organization is:	We will need a copy of:
A <u>non-governmental</u> , charitable service organization.	Info you distribute to the public – flyer, ad, web page printout, etc. – that describes your organization’s mission and the geographic area you cover.
An IRS-approved 501(c)(3) charity. *(Please ensure your EIN number is included with your submission.)	Your current IRS Determination Letter - or - Your written certification that your IRS 501(c)(3) status is current.
	Your current IRS Form 990 or short-form equivalent - or - A certified statement of the amount your organization spends on administration and fundraising, and a list of officers reflecting whether or not they are compensated.

We recommend you print the **Step-by-Step Instructions** provided on the next page for your ready reference. You should be able to complete the application in about 15 minutes. If, for some reason you are interrupted during the process, you can check the “SAVE MY PROGRESS” checkbox at the bottom of each page of the form and come back to complete it later.

[Click to Display Application Form](#)

## Step-by-Step Instructions

1. The first page is self-explanatory. It asks that you identify your organization, the name of your organizational point of contact, and contact information for that person. For this and subsequent steps, be careful to provide answers in the asterisked (required) responses. If you put a response in the wrong box, the form will alert you. In this case check to see you haven't, for example, missed an asterisked box. When you correct the item, click "Continue to next page".

2. On page 2, use the box provided to type in a description of your project and how it complements or furthers your organizational mission, as well as that of the Monument Hill Foundation as stated at the top of the form's page. Please be specific. It is very important that you clearly describe what you plan to do with the funds and over what time period. We will not provide funds for projects that require multi-year grants to complete.

3. Next, enter the amount you are requesting for your project, the estimated total project cost, and the minimum amount that would be useful for the project. For example, assume you are buying multiple items – i.e. bicycle helmets for school kids; and half the money would pay for half the helmets. If that would be useful to your organization, we might be able to provide the lesser amount, even if we cannot meet the full request. If the project is not severable, then indicate how you would plan to make up the funding shortfall if we provide a lesser, or the minimal amount. Please also let us know if you intend to make, or already have made, requests to other organizations to help fund your project. We also would like to know when, after October 1<sup>st</sup>, you would prefer the funds. Please provide a "No Later Than" (NLT) date, and whether you have already asked, or intend to ask others for funds for this same project. Then please "CONTINUE" to Page 3.

(Regrettably, we cannot support charities offering duplicative services. In such a case, we will decide between the two by determining which we think is most effective in meeting client needs before deciding whether we can afford to honor that request and make the grant.)

4. We certainly hope we can support your organization this year. Please take a moment in closing to tell us how you would publicly acknowledge our gift commensurate with its significance to your program, especially focusing on media serving the Tri-Lakes area. Anything from a notice to your members, a letter to the editor, or similar acknowledgement will be very much appreciated. It is important that those residing in the Tri-Lakes area and in northern El Paso County understand what we do, which organizations and services we support, and why they are important to our community.

5. Finally, attach the requested documentation to your application (see the above table). You can add documents you want to include by clicking the "**SELECT FILES**" button once for each new file you want to add and then clicking on the desired document on your computer's file menu. When finished, click the "**Review Completed Form**" button to check your entries.

If you need to go back to a page to complete or correct entries, do so now. When the form is complete, we recommend you print a copy for your records before clicking the "**SUBMIT**" button. The "**SUBMIT**" button will transmit your application to our Director of Granting who will acknowledge receipt to your email address.

**Please Note:** We hope to let you know by the end of the summer or early fall if we are able to help, however due to the potential COVID-19 pandemic constraints, we fully expect this to be another rather fluid process as it was in our FY 2020-21 granting cycle. We ask in good faith, that you please advise us if you find you cannot use your grant funds as requested so that we might use them for another deserving organization. We will attempt to stay in touch with you if the situation warrants. Based on our experience with 2020-21 grants, we know flexibility and communication will remain essential.