

Guidelines for Emergency and Basic Needs Grants

The Springs Close Foundation, Inc. was chartered in 1942. The general service areas of the Foundation are Chester, Lancaster and York Counties. The Foundation's mission is to continue Colonel Springs' legacy of giving back to the communities where Springs Mills plants were originally located.

Until further notice, the Foundation will only consider grant requests from eligible nonprofit organizations that effectively deliver emergency and basic support to citizens in Chester, Lancaster and York Counties. Such support includes, but is not limited to, food, shelter and medical assistance. This temporary change in focus is in response to high levels of unemployment and economic distress in the Foundation's service areas.

Large funding requests will only be considered during the spring and fall. Smaller requests of up to \$2,500 will be considered at any time.

Policies and Interests:

- Grant applications are received and reviewed in the Fort Mill, SC office.
- Deadlines for submission of large grant requests are March 1 for the spring Board Meeting and October 1 for the fall Board Meeting.
- Small requests of up to \$2,500 are considered upon receipt.
- Grants are made only to organizations that are tax-exempt under section 501(c)(3) of the Internal Revenue Code. No grants are made to individuals.
- Grants are often awarded on a matching basis with other foundations and/or the sponsoring agencies.
- All funded projects shall be solely focused on delivering emergency and basic support, such as food, shelter and medical assistance, to needy citizens in the Foundation's service areas.

The Foundation follows a philosophy that resources are here to assist community groups and agencies with programs and projects that will contribute the most to improving the quality of life for the people in its service area. The Springs Close Foundation will often share knowledge and experience that may expand the design of a particular program.

Funds are never adequate to meet all the identified needs in the area and the Foundation must carefully set its priorities. Each need will continue to be evaluated on its own merit and weighed against other requests.

Further inquiries or requests for information should be directed to:

Angela McCrae
President
The Springs Close Foundation, Inc.

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Application Procedure

1. To obtain the application and guidelines, interested candidates may download an application from our website (www.thespringsclosefoundation.org), pick up a packet from the Foundation office during regular business hours or call the Foundation office to request that an application packet be mailed to them.
2. Interested parties should submit the completed application form and all attachments to the Foundation by the deadline.
3. Each completed proposal will be reviewed by the Foundation and an interview may be scheduled. The Board has final authority for all requests.

PLEASE NOTE: Applicants are strongly encouraged to contact Angela McCrae, President, to discuss proposals prior to submission.

Application Deadlines for Grant Requests above \$2,500

The completed proposal should be received in the Foundation's office by 5:00 p.m. on the following dates:

Proposal	Board Action
March 1	April
October 1	November

If the deadline falls on a weekend or holiday, the deadline shall be 5:00 p.m. on the next business day. Applications received after the deadline date will be considered in the next grant cycle.

Application Schedule for Grant Requests of \$2,500 or less

The Foundation will consider small grant requests as they are submitted. Complete the application and send with all required attachments to the Fort Mill office.

Grantees' Accountability

- The Foundation may request a site visit.
- Grantees will be asked to conduct a formal self-evaluation, including a written report, at the end of the grant period. Reports may also be required at other times during the grant period.



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Fort Mill, SC 29708
(T) 803.548.2002
(F) 803.548.1797

Application for Emergency and Basic Needs Grants

Applying Organization Name: _____

Parent or Sponsoring Organization: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Project Name and Grant Period: _____

Total Budget of Project: _____

Total Amount Requested from the Foundation: _____

Attachments

- A short statement of purpose, size, history of the applying organization.
- Current year's budget for organization and year to date expenditures - include how much of total budget is spent on salaries
- Sources of other financial support
- Project Description - include approximately how many people will be served through this project. Explain why the project/program is classified as Emergency Needs or Basic Needs.
- Detailed Budget for Proposed Project - include salaries for people implementing this specific program
- Three letters of support for the project from individuals familiar with your work
- List of Board of Trustees
- Documentation of the organization's tax exempt status or governing legislation. If not available or applicable, please explain.
- IRS Form 990, if applicable
- Financial statement for the organization's previous year

Authorization

Executive Director/President

President/Chairman

Print Name & Title

Print Name & Title

Date

Date

Project Budget

Name of Organization: _____

Name of Project: _____

Total Project Cost: _____

Project Revenue:

Existing Funders

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

Potential Funders

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Total Revenue: \$ _____

In-Kind Contributions

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

Total In-Kind: \$ _____

Project Expenses:

Personnel, Payroll Taxes, Fringes

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

Materials, Supplies, etc.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

Occupancy, Other

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Equipment, Other Capital

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Total Expenses: \$ _____