

## Hurst Heritage Foundation - Grant Process

### Grant Process Overview:

The Hurst Heritage Foundation makes grants to qualified nonprofit mission-minded organizations, ministries and individuals serving the cause of Christ through a variety of ministries associated with First Baptist Hurst. Kingdom Impact will be the focus and priority for the Foundation.

The Board annually establishes the funds available for grants. Grant awards are determined through an application and review process carried out by the Foundation Board of Directors (Trustees).

The Foundation awards grants in semi-annual cycles occurring:

<u>Deadline for Application</u>	<u>Grants Reviewed</u>	<u>Grants Approved by Board</u>	<u>Funding</u>
3/31	April	May	5/31
9/30	October	November	11/30

Emergency grants may be considered for unanticipated and/or immediate needs between semi-annual cycles.

### Priorities: The Foundation generally awards grants with priority given to those applicants who:

- Demonstrate the potential significant and long-term Kingdom Impact achieved by funding their project.
- Communicate a clear plan for timely implementation, and agree to submit an accountability statement.
- Demonstrate that the project cannot be accomplished without external funding.
- Exhibit effective and resourceful fundraising practices, such as matching grants and contributions from other donors.

### Application Procedures:

#### Semi-Annual Grants:

- An organization, ministry or individual wishing to apply for a grant must fully complete and submit one (1) copy of the Grant Request Application to the Foundation no later than the due dates of March 31 for the May cycle, and September 30 for the November cycle.
- Applicants will be notified in writing of the results of their application in mid-May and mid-November depending on the cycle for which the application is submitted.

#### Emergency Grants:

- Emergency Grants may be considered for unanticipated and/or immediate needs between semi-annual cycles.
- An organization, ministry or individual wishing to apply for a grant for unanticipated and/or immediate needs between semi-annual cycles must fully complete and submit one (1) copy of the Grant Request Application to the Foundation.
- Applicants will be notified in writing of the results of their application within 60 days.

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### Applicable for all Grants:

- The application process will be complete when one copy of the appropriate Grant Request Application and additional requested documents are completed and submitted to the Foundation by the application due date.
- Upon receiving the application package, the Foundation Board will conduct a review.
- Grants shall be awarded only for needs outside of normal operating budgets of an organization or ministry, and funded generally up to one-half of the mission/ministry/project. *[Grants are not designed to support normal activities typically covered by operating budgets of the organization or ministry.]*
- Individuals may be eligible generally to receive up to one-half of the total out-of-pocket dollars needed for their purpose.
- Funds awarded under the terms of application shall not be allocated to purposes other than those stated in the Grant Request Application. Any unused funds provided shall be returned to the Foundation.
- If a grant is awarded, the recipient must submit a follow-up accountability statement within 30 days of completion of the project to provide details as to how the award monies were disbursed.
- An application generally will not be considered if a follow-up accountability statement has not been received for prior grants.
- The Foundation reserves the right to publish names and/or photos of grant recipients in Foundation literature, on the Foundation's website, in Foundation advertisements, or in news stories or other publications.

**Return completed application and any attachments to:**

**Hurst Heritage Foundation – Grants Committee**

P.O. Box 54866  
Hurst, TX 76054

Phone: 817-282-3628  
Fax: 817-282-3483

E-Mail: [foundation@firsthurst.com](mailto:foundation@firsthurst.com)