

# LAUREL LAKE RETIREMENT COMMUNITY FOUNDATION

## Grant Guidelines

In 1994, the Laurel Lake Retirement Community Board of Directors established the Laurel Lake Retirement Community Foundation to support Laurel Lake's purpose by encouraging charitable giving and effectively managing its gift resources that will enrich the lives of Laurel Lake residents and encourage their involvement in the wider community.

After several years of funding a wide variety of programs, the Foundation decided to narrow the focus of its grantmaking. By giving more strategically, we hope to achieve a greater impact on those issues that concern us in the community.

### **AREAS OF INTEREST**

- Programs that provide opportunities for senior adults living in Hudson and the surrounding communities.
- Programs that support senior health, wellness, social services, education and cultural enrichment.

### **EXCLUSIONS**

- Individuals including student scholarships
- Political or fundraising activities
- Endowments
- Organizations not exempt under 501c 3 of the Internal Revenue Code

### **GRANT SIZE**

- Grants normally range from \$500 to \$3,000.
- Larger grants may be considered on a case by case basis subject to board discretion.
- Annual grants for ongoing community programs are generally limited to a total of \$5,000 over a three-year period.

### **APPLICATION PROCEDURE**

- Applications are accepted on a continuous calendar year basis and are carefully considered by the Board of Directors at their scheduled quarterly meetings.
- Applications must be received by the following dates to be considered:
  - February 1st, April 1st, July 1st, October 1st
- Applicant will be notified in writing of the Board's decision following each meeting.
- Organizations may only submit one grant application per year.
- Eligible organizations must be prepared to report program outcomes and provide a written report to the Foundation at the end of the project period.
- Grant Applications may be obtained from the Foundation Office, 200 Laurel Lake Drive, Hudson, Ohio, 44236, phone (330) 655-1435.

*Supplemental information in support of the grant application is required including:*

- Evidence of the organization's tax-exempt status under Internal Revenue Code Section 501©(3).
- A detailed annual budget and financial statement for the organization.
- The names of management and trustees or directors of the organization.

LAUREL LAKE RETIREMENT COMMUNITY FOUNDATION, INC.  
Grant Application Form

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of Program/Project \_\_\_\_\_

Project Time Period \_\_\_\_\_

Description of Project (use back as needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Amount of Project \$ \_\_\_\_\_ Grant Amount Requested \$ \_\_\_\_\_

Other Funding Sources (if any) \_\_\_\_\_

Total Support Received From Other Sources \$ \_\_\_\_\_

Date Funding Needed \_\_\_\_\_

Briefly describe how this project is consistent with Laurel Lake Foundation Grant Guidelines:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name printed please)

(Title)

(Date)

\_\_\_\_\_

Please include the following information with the application form:

- Proof of 501©(3) tax exempt status
- Names of trustees and officers of your organization
- Statement of Income and Expenditures and Balance Sheet from previous year
- Proposed project budget

Please include any additional information which may be helpful in evaluating this request, and return to:

Barbara R. Boyce / 330-655-1435 / Barbara\_Boyce@hmis.org  
Laurel Lake Foundation, 200 Laurel Lake Drive, Hudson Ohio 44236