

Grant Process

Application Procedure

The Morgan Hill Community Foundation is committed to enriching the quality of life for the greater Morgan Hill area residents by awarding discretionary grants to charitable organizations, that support valuable programs and activities. Grants are awarded twice a year within the funding areas of Recreation, Arts & Culture, Agriculture & Environment, Education & Life-long Learning, Science & Technology, Health & Human Services. All qualified applications are considered according to their merit.

Granting Criteria

The Foundation will give priority to requests that have:

- Programs contributing positive and unique benefits in the funding areas
- Local nonprofit involvement
- Fiscal responsibility and management qualifications
- Programs that impact a broad spectrum of community members
- Programs that charge minimal or no fees to participants

Grants normally will NOT be awarded to:

- Individuals
- Influence legislation or elections
- Travel to, or in support of, conferences
- Organizations that are discriminatory
- Cover costs already incurred
- Programs or organizations outside the established boundaries
- Subsidize the writing, publication, or production of articles, books or films
- Contributions to annual fund drives or in support of operational expenses, except during a start-up period not to exceed three years
- Sectarian religious purposes
- For-profit entities.

Eligibility

Organization should have either:

1. IRS letter confirming tax-exempt status under Section 501(c)(3),
2. Be a public entity
3. Have a fiscal sponsor with tax-exempt status
4. Qualify as a small public charity

Grant Amounts

Funds will fall generally in the range between \$300 and \$1,000 depending on the amount available for distribution.

Timeline

Grant Cycle	Application Deadline	Award Funds
Spring	April 30th	July
Fall	October 31st	January

Application Procedure

1. Obtain a copy of the application by downloading it here **PDF/ Word** or e-mailing mbanu@excite.com or calling (408) 782-1008. They can also be picked up at Booksmart, or the Recreation Department at the Morgan Hill Community & Cultural Center.
2. Complete the application or include the same information in another format, and attach a projected line-item budget for the project.
3. Provide proof of tax exempt status by providing either:
 - A copy of the IRS letter confirming your organization's tax-exempt status
 - a letter certifying fiscal support from an organization with a 501(c) 3 status.

OR

Completion of the "Small Public Charity Questionnaire" (attached)
4. Mail the application to the Foundation before the grant cycle deadline dates.

**Completed applications should be submitted and postmarked no later than
October 31st or April 30th and sent to:
MHCF, Attn: Grants, P.O. Box 1974, Morgan Hill, CA 95038**

Organizations will be notified of the acceptance or rejection of their application by the end of December or June, with funds to be granted in January or July.