



HENRY COUNTY HELPING HAND, INC.

GRANT QUALIFICATION GUIDELINES

Henry County Helping Hand, Inc. (“Helping Hand”), is a 501(c)(3) not-for-profit corporation established to solicit and receive charitable contributions from individuals, businesses, and industries in Henry County, Tennessee. In turn, Helping Hand makes grants to charitable, service, health, and other non-profit organizations in Henry County.

Eligible Organizations

Organizations applying for a Helping Hand grant must be located within Henry County (or be an affiliate/chapter of a larger organization that operates within Henry County) **AND** meet one of following criteria:

- An organization holding a current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- A government entity (i.e., a state, county or city agency, including law enforcement and fire departments).
- A K-12 public or nonprofit private school, community/technical college, state/private college or university.
- A faith-based organization engaged in non-sectarian project(s) that benefits the community at large **and** which has a 501(c)(3) designation separate from the sponsor church (if any).
- A volunteer fire department with Section 501(c)(3) **or** Section 501(c)(4) status (see IRS Rev. Rul. 71-47).

Other types of organizations (including organizations recognized under IRC Sections 501(c)(4), (c)(6), and (c)(19)) are generally ineligible. Churches are generally ineligible. Individuals are ineligible.

Application Requirements

- Applications must clearly and succinctly explain the proposed use of grant funds (i.e., the proposed program/use), how the proposed use will benefit Henry Countians, and how many people will benefit.
- Applications must be received by Helping Hand by the deadline (late applications will not be considered)
- Helping Hand may request supplemental information/documentation from applicants; failure of an applicant to timely supplement will result in denial of the application.

Application Procedure

- Mid-October: Application and deadline will be posted at www.henrycountyhelpinghand.com
- By end of year: Applicants will be notified by letter or email if approved for funding or denied.
- Mid-April: Grant amounts will be announced and grant checks presented at an in-person event. A representative of the applicant must attend this event, and the same person may represent only one organization at the event. Organizations that fail to attend will receive their checks by mail in mid-October.

Evaluation Criteria

Grant proposals are considered in the following priority order: Health and wellbeing, public safety, education, alleviation of poverty, historical preservation, cultural development, and recreation.

Applicants who participate in the Helping Hand fundraiser have priority over applicants who do not participate.

Grant proposals for the following types of programs are generally **NOT** approved:

- Programs that redistribute cash or cash equivalents to other organizations or persons (ex: grants/donations to other organizations, scholarships, gift/gas cards, payment of utility/medical bills, etc.).
- Capital improvements to real estate (exceptions *may* be made if the real estate is owned by the applicant and/or if the improvement of real estate is an essential aspect of the organization’s charitable purpose).
- Funding the applicant’s administrative operations and/or compensating the applicant’s employees.
- Programs that directly benefit business interests and/or for-profit organizations.



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NOTICE OF IMPORTANT CHANGES

***** IMPORTANT NOTICE: THE HELPING HAND APPLICATION PROCESS IS CHANGING *****

Be advised of the following important changes being made to modernize the grant application process:

Helping Hand is migrating to an online application system and will begin verifying applicant tax exempt status. 2023 is a transitional year to allow organizations to adapt in preparation for these changes.

In 2023:

- A. Grant applications will be available only at the Helping Hand website: www.henrycountyhelpinghand.com.
- B. Grant applications should be TYPED (the application is a form-fillable PDF), and then either saved and emailed to helpinghand1695@gmail.com OR printed and mailed via USPS to Helping Hand, PO Box 22, Paris, TN 38242. Email submissions will receive a receipt via confirmation email (expect to receive this within 2 business days after submission); if a receipt for a physical submission is desired, please mail the grant application via USPS certified mail, return receipt requested.
- C. Helping Hand will begin verifying applicants' tax exempt status with the IRS's online database of tax exempt organizations (<https://apps.irs.gov/app/eos/>) using the applicant's EIN. If an organization's tax exempt status cannot be verified but the organization is a prior recipient Helping Hand *may* grant an exception to the verification requirement in 2023 (for grants to be awarded in 2024)—but Helping Hand will expect all applicants' tax exempt status to be verifiable in future years. Please note that governmental entities are automatically tax exempt and therefore do not appear in the IRS database.
- D. Helping Hand will use EMAIL as the primary form of communication with applicants. It is VERY IMPORTANT that applicants provide an email address that is regularly monitored. Applicants are encouraged to regularly monitor their SPAM folder and to whitelist the Helping Hand email address: helpinghand1695@gmail.com.

In 2024 and/or future years, please expect and plan ahead for the following changes to the application process:

- E. The application may be entirely in electronic form on the website, and electronic uploading of supporting documentation (in PDF format) may be required. Paper application submissions may not be accepted. **Applicants may wish to recruit someone tech savvy to handle or assist with the application process.**
- F. The tax exempt status of all applicants (including prior-year applicants) must be verifiable in the IRS database or with supporting documents to be provided with the application in future years. **If an Applicant needs to apply for tax exempt status or to take action to be in good standing with the IRS, please begin that process as soon as possible.** (Helping Hand acknowledges the automatic tax exempt status of governmental entities, including public schools—so such entities need not furnish documentation to verify their tax exempt status.)

2023 APPLICATION DEADLINE & SUBMISSION INSTRUCTIONS

Applications submitted via email must be **received** on or before 11:59 PM on **November 17, 2023**.

- Email the application and supporting documentation to helpinghand1695@gmail.com
- **Subject line of all emails sent to Helping Hand should include the Applicant's name and EIN**
Example: 2023 Application – Habitat for Humanity of Paris Henry County – EIN 62-1611736

Applications submitted via USPS mail must be **postmarked** on or before **November 17, 2023**.



HENRY COUNTY HELPING HAND, INC.

GRANT APPLICATION

We have updated our application. Before completing this application, please:

- Carefully review the Grant Qualification Guidelines and Grant Application Instructions.
- Complete this application (type) and submit via email (must be *received* prior to deadline) or USPS mail (must be *postmarked* prior to deadline). **Late and/or incomplete applications will not be considered.**

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Section I: APPLICANT

1. **APPLICANT's** name: _____ **APPLICANT's** EIN _____
2. **APPLICANT's** office address: _____
3. **APPLICANT's** President: _____ Secretary: _____ Treasurer: _____
4. **APPLICANT's** mission/purpose: _____
5. Counties served by **APPLICANT**: _____

Section II: RESPONSIBLE OFFICER

6. Name and Title of **RESPONSIBLE OFFICER**: _____
7. **RESPONSIBLE OFFICER's** email address: _____
8. **RESPONSIBLE OFFICER's** phone number(s): _____

Section III: GRANT PROJECT

9. Describe the **GRANT PROJECT** (attach additional pages if needed) _____

10. Who will benefit from the **GRANT PROJECT**: _____
11. How many people are expected to participate/benefit from the **GRANT PROJECT**? _____
12. How will **APPLICANT** measure the success of the **GRANT PROJECT**? _____

13. Total cost to fund the **GRANT PROJECT**: \$ _____ Grant amount requested: \$ _____

Section IV: QUALIFICATION QUESTIONS

Please answer the following questions by checking a box. *If the response is "No", attach an explanation.*

14. Is **APPLICANT** an **ELIGIBLE ORGANIZATION**? YES | NO
15. Is **APPLICANT** in good standing as shown on the [IRS Tax Exempt Organization List](#)? YES | NO
16. Does **APPLICANT** agree to return any grant funds not used for the **GRANT PROJECT**? YES | NO
17. Does **APPLICANT** agree that grant funds will NOT be used for a **PROHIBITED PURPOSE**? YES | NO
18. If **APPLICANT** previously received a Helping Hand grant, did **APPLICANT** actually use all the grant funds for the **GRANT PROJECT** identified in the prior grant application? YES | NO
19. Will **APPLICANT** provide additional supporting documentation promptly upon request? YES | NO

I, the undersigned **RESPONSIBLE OFFICER** certify under penalty of perjury that the above responses are true.

Sign Name: _____ Date: _____



HENRY COUNTY HELPING HAND, INC.

GRANT APPLICATION INSTRUCTIONS

Please read these directions carefully prior to completing a Helping Hand Grant Application. All fields of the application are mandatory unless these instructions state otherwise. Late applications will not be considered.

Definitions

APPLICANT means the organization applying for a Helping Hand Grant. An applicant must be an **ELIGIBLE ORGANIZATION** to qualify to receive a Helping Hand Grant.

ELIGIBLE ORGANIZATION means an organization that is both (i) located within Henry County (or an affiliate/chapter of a larger organization that operates within Henry County) **AND** (ii) meets one of these criteria:

- An organization holding a current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- A government entity (i.e., a state, county or city agency, including law enforcement and fire departments)
- A K-12 public or nonprofit private school, community/technical college, state/private college or university
- A faith-based organization engaged in non-sectarian project(s) that benefits the community at large **and** which has a 501(c)(3) status separate from the sponsor church (if any).
- A volunteer fire department with Section 501(c)(3) **or** Section 501(c)(4) status (see IRS Rev. Rul. 71-47).

Note: Other types of organizations (including organizations recognized under IRC Sections 501(c)(4), (c)(6), and (c)(19)) are generally ineligible. Churches are generally ineligible. Individuals are ineligible.

GRANT PROJECT means the project, program, or other use for which **APPLICANT** is seeking a Helping Hand grant.

PROHIBITED PURPOSE means any of the following (Helping Hand grants may not be used for these purposes):

- Programs that redistribute cash or cash equivalents to other organizations or persons (ex: grants/donations to other organizations, scholarships, gift/gas cards, payment of utility/medical bills, etc.).
- Capital improvements to real estate (exceptions: real estate is owned by **APPLICANT** and/or improvement of real estate is an essential aspect of **APPLICANT**'s charitable purpose [example: Habitat for Humanity]).
- Funding the **APPLICANT**'s administrative operations and/or compensating the **APPLICANT**'s employees.
- Programs that directly benefit business interests and/or for-profit organizations.

RESPONSIBLE OFFICER means the **APPLICANT**'s officer who completes and signs the grant application form.

Ideally the **RESPONSIBLE OFFICER** will be the **APPLICANT**'s treasurer (but this is not a requirement). Helping Hand will communicate with the **RESPONSIBLE OFFICER** concerning most or all aspects of the application process and will consider the **RESPONSIBLE OFFICER** to be the **APPLICANT**'s duly authorized agent for purposes of communicating with Helping Hand unless otherwise notified in writing by the **APPLICANT**. If the **RESPONSIBLE OFFICER** listed on the application disassociates from the **APPLICANT** during the grant application process, **APPLICANT** must immediately notify Helping Hand in writing and designate a new **RESPONSIBLE OFFICER**.

Section I: APPLICANT

This section requests information sufficient to identify the **APPLICANT** and determine whether the **APPLICANT** may be an **ELIGIBLE ORGANIZATION**.

1. Provide **APPLICANT**'s exact legal name and federal tax identification number ("EIN").
2. Provide **APPLICANT**'s principal office address. If **APPLICANT** is registered with the Secretary of State, this should match the principal office address of record with the Secretary of State.
3. Identify **APPLICANT**'s President, Secretary and Treasurer (or equivalent officers regardless of title).
4. Summarize **APPLICANT**'s primary mission and/or purpose.
5. Please list the Counties serviced by **APPLICANT**. Henry County must be within the service area.

Section II: RESPONSIBLE OFFICER

This section requests the RESPONSIBLE OFFICER's identification and contact information.

6. Provide RESPONSIBLE OFFICER's legal name and title (office held in APPLICANT organization).
7. Provide RESPONSIBLE OFFICER's email address *which must be regularly monitored*.
8. Provide RESPONSIBLE OFFICER's *primary* phone number (alternate numbers may also be provided).

Section III: GRANT PROJECT

This section requests specific information about the GRANT PROJECT. *Please attach additional pages if needed.*

9. Briefly describe the GRANT PROJECT. Also state which of the following categories best corresponds with the GRANT PROJECT: Health/wellbeing, public safety, education, alleviation of poverty, historical preservation, cultural development, recreation.
10. Describe the population to be served by the GRANT PROJECT (examples: "disabled children," "victims of domestic abuse," "4-8th grade students," "food insecure households," "1st generation college students," etc.).
11. State the number of individuals or families who will be served by the GRANT PROJECT. The response must be a number or numerical range (ex: 100–125 families); "all of Henry County" is not an acceptable response.
12. Describe the specific outcome measures APPLICANT will use to assess the impact of the GRANT PROJECT (ex: success may be measured in improved health indicators, increased safety, enhanced educational attainment, poverty reduction, historic preservation, cultural enrichment, and/or community engagement).
As a condition of making future grants to Applicant, Helping Hand may later request this data.
13. State the total cost to fund the GRANT PROJECT and the grant amount requested from Helping Hand.

Section IV: QUALIFICATION QUESTIONS

14. If APPLICANT clearly meets the above definition of ELIGIBLE ORGANIZATION, answer YES. Otherwise, answer NO and attach an explanation of why APPLICANT believes APPLICANT may qualify for a grant.
15. Please search the APPLICANT at <https://apps.irs.gov/app/eos/> to determine if APPLICANT is tax exempt organization in good standing with the IRS according to this IRS database; if so, answer YES. Otherwise, answer NO and (except for governmental applicants, including public schools) attach documentation proving that APPLICANT is recognized by the IRS as a tax exempt organization. Certain types of organizations (such as governments) are automatically exempt and therefore do not appear in this database. Organizations under a group exemption ("umbrella organizations") may not be included in this database.
16. **Helping Hand grants are conditioned upon the recipient's agreement to use the grant funds for the GRANT PROJECT** identified on the application. Grant funds should be returned to Helping Hand as soon as possible if/when a grant recipient determines not to proceed with the GRANT PROJECT. If the GRANT PROJECT has not been completed by December 31 of the year after the grant is awarded, the grant funds must be returned to Helping Hand on or before that date unless Helping Hand has authorized (upon written request of the grant recipient) an extension of time for the GRANT PROJECT to be completed. If agreed, answer YES; otherwise, answer NO. Note: Governmental entities (including public schools) which are prohibited by law from returning donated funds should not answer this question.
17. See definition of PROHIBITED PURPOSE (above) and answer this question accordingly.
18. See definition of GRANT PROJECT (above) and answer this question accordingly. APPLICANTS that have not previously received a grant from Helping Hand should not answer this question.
19. Helping Hand may request records from the APPLICANT to determine whether an APPLICANT is an ELIGIBLE ORGANIZATION, to determine whether a Helping Hand grant was used for the GRANT PROJECT identified on the corresponding grant application, to determine the participation and/or success rate of previously-funded GRANT PROJECTS, or for other reasons. APPLICANT must agree to produce such records upon request and within a reasonable time as a condition of applying for a Helping Hand grant.

The RESPONSIBLE OFFICER must electronically (by typing his/her name) or physically sign the certification.