

Moss Creek Community Charitable Fund
Grant Application
Rev 02/2023

The mission of the Moss Creek Charitable Fund (MCCF) is to support local charitable organizations and programs in the Lowcountry, helping those with the greatest needs, consistent with the caring spirit of the Moss Creek Community.

The Moss Creek Charitable Fund is administered in partnership with the Community Foundation of the Lowcountry (CFLC), a not-for-profit 501(c)(3) organization.

General Grant Guidelines:

The **MCCF** will consider grant applications using the following general criteria:

- The grant addresses a current need in the Lowcountry, generally in Beaufort, Colleton, Hampton, Jasper Counties.
- The grant will have a major impact on addressing the current need.
- The grant demonstrates a strengthening of or is in keeping with the organization's mission.
- The applying not-for-profit organization is a legal South Carolina 501(c)(3) entity located in the Lowcountry and is listed with the Community Foundation of the Lowcountry
- Eligible charitable organizations should be focused on services that generally benefit families and children.
- MCCF will not consider funding scholarships/fellowships/tuition support/programs involving a religious orientation/religious teaching/political organizations.
- MCCF does not make grants to individuals, endowment campaigns, annual appeals, membership drives or other fundraising costs
- MCCF does not make grants for administrative costs, salaries, overhead, staff training, or non-program related marketing and advertising.
- Based on the current resources of the MCCF, we envision making grants of generally \$500 - \$2,500.
- MCCF may adjust its grants from time to time based upon the fund's resources and the individual grant proposals received.

All grant awards are subject to approval of the Community Foundation of the Lowcountry. Grants will be monitored and evaluated at least annually, and six-month progress reports will be requested.

Please make sure that your completed grant application includes all the required information listed below:

- Completed Grant Application Form
- Completed Project Narrative
- Project Budget Narrative
- Organization Financial Information
- List of your Board of Directors

Please submit your completed Grant Application package (including all supporting documentation) no later than **September 15, 2023** to Michael Long, Chair, MCCF Giving Fund, 136 Toppin Drive, Hilton Head SC 29926 or email to mlong5146@yahoo.com. Questions, please call **708-287-3255**

**Moss Creek Community Charitable Fund
Grant Application Form**

Please indicate whether the applicant organization is a member of the Community Foundation of the Lowcountry "The Giving Marketplace" and a Not for Profit registered 501(c (3) organization

Yes No

Organization Legal Name _____

DBA (if applicable) _____

Mailing Address _____

City _____ State _____ Zip _____ County: _____

Telephone No. _____ Fax No. _____

Website _____

Copy of the Organization's Mission Statement:

Organization's Contact Person: _____

Telephone No. _____ Email Address _____

Date of Incorporation _____ State _____

Federal Employer Identification No. (EIN) _____

Organization's Total Current Annual Budget _____

Chief Executive of the Organization _____

Telephone No. _____ Email Address _____

Full Time Staff # _____ Part Time Staff # _____ Volunteers # _____

If any of the above is not included, please explain why.

By submitting this grant application, and subsequent acceptance and issuance of a grant by the Moss Creek Community Fund, the applicant organization agrees to disclose the source of the funds received in all communications and advertisements distributed to its membership and the general public.

Applicant Signatures:

Organization's Officer (Print Name) _____

Organization's Board Chairperson (Print Name) _____

Organization's Officer (Signature & Date) _____

Organization's Board Chairperson (Signature & Date) _____

Please describe your project in detail using no more than one printed page.

Please address the following issues in your Project Narrative:

- How does your project complement and support the mission of the Moss Creek Community Charitable Fund?
- What do you plan to do and how does this advance your organization's mission?
- Why is the need important and why is your organization addressing it?
- How do you plan to implement your project? Please include a timetable, number of people that will be served by the project, the names of partnering organizations and the amount of staff and volunteer time that will be devoted to the project.
- How do you plan to maintain and continue the project? Do you have other funding sources or future funding sources identified?
- How will you know if your project is successful? What criteria will be used, what methods and schedule will be used for measuring success and who will assess the project results?
- How will you provide interim reports and a final project report?

Please provide a Project Budget Narrative, including all cost elements, the expected timing of expenditures and the expected completion date.

Please provide a Project Budget Summary or Excel Spreadsheet that includes the following information:

- List each major expenditure component of the project and associated costs for each (for line items in excess of \$250).
- Itemize the MCCF grant request by assigning grant dollars to each component.
- Estimate the number of people in the greater Bluffton area who will benefit from the project or individual components of the project.
- If the MCCF grant does not cover the entire cost of the project, indicate the source, amounts and status of supplementing funding.

**Moss Creek Community Charitable Fund
Project Narrative**

**Moss Creek Community Charitable Fund
Financial Narrative**

Provide a listing of your organization's current Board or Directors. This listing must include their name, address, telephone number, other business affiliations and their current term of office.