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3821 University Boulevard, Dallas, Texas 75205 | [www.foundationhppres.org](http://www.foundationhppres.org)

**Mission Statement**

The Foundation at Highland Park Presbyterian Church encourages and builds a culture of philanthropy to glorify God by receiving and investing funds received by gifts and or bequests and distributing income earned to ministries and special projects of the Church which are outside the normal operating budget of the Church and other Foundation approved Christian organizations and causes.

**Grant Guidelines**

1. The Foundation at HPPC provides grants to 501c(3) organizations. Grants are not made to individuals. Applications must include a copy of the organization’s current IRS tax exemption letter.
2. The Foundation at HPPC Board meets in April to review grant requests. Applications must be submitted electronically prior to February 1 for a May distribution. The Foundation is unable to accept applications after the February 1 deadline.
3. Submit ELECTRONIC application and any required enclosures or attachments to:

[*FndGrantApply@hppres.org*](mailto:FndGrantApply@hppres.org)

*Lori Haughton, Executive Director*

*The Foundation at HPPC*

1. The Foundation will consider only one application from any one organization during any12-month period.
2. Information in the grant request must follow the order of the Foundation at HPPC Application which requires a description of the proposed project, the statement of need, specific project components, logistics, timeline, goals, projected benefits and numbers and information on the constituencies to be served by the project.
3. Organizations receiving funding from the Foundation are required to provide a full report on grant related activities and financial expenditures as specified at the time of the grant award. A full report is required to be submitted electronically with the application the following year.

If you have any questions, please contact [lori.haughton@hppres.org](mailto:lori.haughton@hppres.org)

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*SUBMIT APPLICATION AND ALL REQUIRED ATTACHMENTS ELECTRONICALLY*

Welcome to the grant application to The Foundation at Highland Park Presbyterian Church. Please fill out the following sections completely for your request to be considered. Applications and all required attachments must be submitted electronically prior to February 1.

**Mission Statement**: The Foundation at Highland Park Presbyterian Church encourages and builds a culture of philanthropy to glorify God by receiving and investing funds received by gifts and or bequests and distributing income earned to ministries and special projects of the Church which are outside the normal operating budget of the Church and other Foundation approved Christian organizations and causes.

**Date:** November 5, 2024

**Organization Information**

|  |  |
| --- | --- |
| * Organization Name |  |
| * Address, City, State, Postal Code |  |
| * Phone Number |  |
| * E-mail Address |  |
| * Website |  |

**Contact Information**

|  |  |
| --- | --- |
| * Organization CEO or President |  |
| * Primary Contact for the Request |  |
| * Primary Contact Title |  |
| * Primary Contact Phone |  |
| * Primary Contact E-mail Address |  |

**Organization Background**

|  |
| --- |
| * Organization Mission Statement |
|  |

|  |
| --- |
| * Brief History of the Organization – Include a description of the Christian ministry focus of the organization |
|  |

|  |
| --- |
| * HP Pres Connection – How is your organization connected to Highland Park Presbyterian Church? |
|  |

**Budget Information for Organization**

|  |  |
| --- | --- |
| * Provide Current Fiscal Year Budget |  |
| * Provide Previous Fiscal Year Budget |  |
| * % of budget toward program |  |
| * Last month of fiscal year |  |

**If Applicable, Information on Grant Request from Previous Year**

|  |  |
| --- | --- |
| * Project/Program Title |  |
| * Requested Amount |  |
| * Project\Program Budget |  |
| * Were funds left remaining unspent, if so please explain. |  |
| * If a grant was provided in the previous year please include a report. |  |

**Grant Request**

|  |  |
| --- | --- |
| * Project or Program Title |  |
| * Requested Amount |  |
| * Project/Program Budget |  |

*Project/Program Description*

|  |
| --- |
| * A brief statement explaining the unmet need the project/program is addressing |
|  |

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| --- |
| * A full description of the proposed project/program   + Include specific project components and logistics   + Include project timeline and date by which funds are required   + Include a description of constituents served, including numbers served and demographics |
|  |

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| --- |
| * A full description of the outcomes of the project/program   + Include specific goals and projected benefits of the project   + Include how the project will be evaluated for effectiveness |
|  |

*Ongoing Funding*

|  |
| --- |
| * List other sources of current and proposed funding for this project/program. |
|  |

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| --- |
| * Describe the strategies for perpetuating the project/program |
|  |

**Additional Information**

|  |
| --- |
| * If you have other information that you feel is pertinent, please include below |
|  |

**Attachments**

Please include the following attachments with your electronic application

* If applicable, include the previous year’s grant report
* Project budget, include line-item detail of revenues and expenses
* IRS Determination Letter
* 990 Form with Schedule A
* Last audited financial statements
* Names of the Board of Trustees or Directors

|  |
| --- |
| ***Submission Instructions***  Please follow the instructions below to submit electronically your application   * Prepare an electronic application and associated attachments * Submit electronically to:   [FndGrantApply@hppres.org](mailto:FndGrantApply@hppres.org)  Attn: Lori Haughton, Executive Director  The Foundation at Highland Park Presbyterian Church |
|  |
|  |