



# Grant Guidelines 2024

## What We Fund:

The Adam & Nellie Horn Foundation supports a broad range of projects and programs that focus on progress and improvement in the St. Johnsville-Fort Plain area.

Since 2011, the Foundation has made grants totaling nearly \$705,831 for a variety of purposes. Grantees organizations include museums, school districts, libraries, churches, animal welfare groups, community centers, parks, volunteer fire companies, fraternal organizations, and municipalities.

The Foundation does not typically make grants for the following:

- requests greater than \$5,000
- financial assistance, scholarships or loans to individuals
- non-emergency expenses that have already been incurred
- ongoing operating support

The Foundations's trustees have the latitude to assist the community benefit organizations that pursue virtually any type of charitable work: scientific, literary, religious, educational, or civic.

In general, the Foundation seeks to support programs and projects that:

- Offer significant opportunity for positive and lasting community change;
- Provide solutions for important, identifiable issues affecting the community;
- Enhance and recognize local strengths and assets;
- Help organizations achieve sustainable self-sufficiency;
- Lead to identifiable outcomes that will make a difference;
- Encourage the investment of other resources in charitable works in the community.

Prior to submitting a written request, applicants are encouraged to contact the Foundation's grants management consultant at [hornfdn@gmail.com](mailto:hornfdn@gmail.com) or by calling 315.749.6814 to discuss projects, ask questions, and receive technical assistance.

## What to submit:

Proposals may be submitted annually during the Foundation's grant cycle by any qualifying nonprofit or community benefit organization that has a worthy project in need of support. You may complete the proposal online and upload it to the Foundation via the website. Or, you may

mail the proposal and relevant documents by the deadline date to the Foundation's post office box address.

Organizations that seek Foundation support are **required** to provide **1 original proposal packet** that contain the following items:

1. **A completed proposal form** which is available on the Horn Foundation website (attach additional pages if needed) for current year.
2. **A project budget** that includes both revenues and expenses. Please indicate how Foundation funding will be used in support of this project.
3. **A current organizational operating budget** (2024) with YTD income and expenses.
4. The **previous year's operating budget** (2023) and year-end actual income and expenses.
5. A **list of current Board members** and their professional/community affiliations.
6. **Most recent IRS 990** and most recent financial review or audit as required by NY State.
7. If you are applying for the first time, please include a copy of your organization's **IRS Letter of Determination** which demonstrates your agency's nonprofit status (if you are applying for the first time).
8. Projects that seek funding for equipment, supplies, and/or labor must provide **at least one bid on the vendor's letterhead**. Multiple bids and use of local vendors is preferred.

## When and how funding decisions are made:

There are several fundamental questions that the Foundation trustees ask when they consider requests:

- Is this project a priority for the applicant organization?
- Is there a demonstrated need for the project in the community?
- Is the applicant organization capable of supporting the project with its own resources?
- Will this project continue beyond the term of the grant and, if so, what is the plan to sustain it?
- What kind of impact is the project likely to have for the organization and the community?

There is only 1 grant cycle annually. Organizations that receive support from the Foundation will be notified in writing and all checks are mailed on or before December 31 each year.

Funding awarded by the Foundation must be used within one year of its receipt. Funds that are not expended within a year must be returned to the Foundation unless the grantee contacts the Foundation and receives trustee approval to extend the timeline for the grant.

Organizations that receive funding from the Adam & Nellie Horn Foundation are required to provide a follow-up narrative that demonstrates that Foundation support was used as intended. This report will also require a final financial accounting of how all funds were expended.

Organizations may print out the application materials from the Adam & Nellie Horn Foundation web site ([www.hornfoundation.org](http://www.hornfoundation.org)) or request them by mail:

***The Adam & Nellie Horn Foundation***  
***P.O. Box 8127***

*Utica, New York 13505*  
*Email: [hornfdn@gmail.com](mailto:hornfdn@gmail.com)*