

**ANAHEIM COMMUNITY FOUNDATION
2019 HELPING HANDS PROGRAM GUIDELINES**

I. PURPOSE OF THE HELPING HANDS PROGRAM:

The Helping Hands Program offers residents and businesses of Anaheim an opportunity to make tax-deductible donations along with the payment of their utility bill.

The Program meets the requirements of the Anaheim Community Foundation (ACF) By-Laws (Article III): to strengthen the Anaheim community through people and partnerships; encourage community participation and collaborations that result in successful responses to community challenges; provide individuals and businesses opportunities to make charitable investments that directly benefit the Anaheim community; and assist the Emergency Assistance program providing one-time assistance to Anaheim residents who have an emergency need as defined in the annual ACF proposed budget.

II. ELIGIBILITY

- A. Applicant must be a non-profit organization or eligible to operate within the non-profit status of the ACF.
- B. Grants will be awarded to organizations with the understanding that only Anaheim residents will be the beneficiaries.
- C. All grants are subject to approval by the ACF Board of Directors.
- D. While there is no limit to the number of times an organization can apply or receive a grant, at no time is any organization assured of a Helping Hands grant.
- E. Grants will not normally exceed \$1,500 but larger amounts may be awarded at the discretion of the ACF Board.
- F. No organization will be funded where the grant dollars are used for other than the intended purposes. An annual report will be required to document this information.
- G. Grant funds may not be used for political activities.
- H. Grant funds may not be used for religious or proselytizing activities, however, religious organizations may receive grant funds providing that it is demonstrated that:
 - 1. the programs for which the funds are to be used are open to Anaheim residents regardless of their religious beliefs or affiliation, and
 - 2. the programs for which the funds are to be used do not include religious content
- I. Use of grant funds to pay non program-related salaries or to pay for capital improvements will generally not be approved.

- J. Special consideration will be given to proposals that:
 - 1. Address at risk youth or seniors in need.
 - 2. Demonstrate a multiple agency approach to problem solving.
 - 3. Augment the requested Helping Hands grant with matching dollars and volunteer labor.
- K. As a general rule, priority will not be given for allocation of funds to:
 - 1. Programs that are already well funded by existing sources of revenue.
 - 2. Organizations that do not clearly demonstrate the likelihood of implementing the program for which the application is made.

III. APPLICATION PROCESS

- A. Grant applications must be signed by the President or Chairman of the organization's Board of Directors or include a letter signed by the President or Chairman of the Board of Directors stating that they and the organization approve of the grant submission.
- B. Grant applications must be submitted as follows:
 - On ACF forms only.
 - One original and two (2) copies.
 - All to be staple and 3-hole punched.
 - Do not include additional material (i.e. brochures, photos, etc.)
 - All information is to be included on ACF Application Form.
- C. Applications must be complete; incomplete applications will not be considered.
- D. ACF will solicit applications once a year, however special requests may be considered during the year if the ACF Board approves and funds are available.
- E. Grant applications received after the application deadline may be considered for future funding at the discretion of the ACF Board and with the consent of the applicant.
- F. Every effort will be made to be thorough and fair, however, not all requests can be granted.
- G. Decisions are made at the discretion of the ACF Board. No direct or implied promise will be made to obligate ACF in any way.
- H. Funds granted through the Helping Hands process do not constitute an implied or expressed endorsement of the project.