



Faith, Hope and Charity Recycle Store, Inc.
449 Industrial Blvd., Suite 120
Ellijay, GA 30540
706-635-3035

The method for obtaining a grant from us this year is as follows:

- Complete a grant application provided by us. The more complete this application is the more likely your chance of being considered for a grant.
- Applications can be mailed to the above address, delivered in person, or emailed to fhcgrants@etcmail.com
- If the application is hand delivered, it must be given to a member of the Grant Committee or the Manager on Duty at the store.
- The envelope must be sealed and must specify "Attention: Grant Committee".
- The application can be delivered or sent in from October 1 to November 1.
- **The application must be received or delivered to us no later than November 1. Applications received after this date will not be considered. No exceptions.**
- The Board of Directors will receive recommendations from the Grant Committee at the December board meeting and they will make grant decisions at that time. You will be notified in writing of the results of your request.
- Grants are paid monthly or annually. Monthly grants are effective January of the following year. Annual grants are awarded at various times throughout the year. Quarterly reports are required as to how the money was used in the previous quarter (see Section 5 for dates). Your monthly grant check will be held until you furnish your quarterly report.

If you have any questions about this process please contact our Joan Compton, Grants Chairman at 706-635-3035 or her cell phone 706-273-0699.

Section 1

Organization name: _____

Physical Address: _____

City/Zip code: _____

Mailing Address if different: _____

Telephone/Cell Number: _____

Email address: _____

Contact Person/Title: _____

Federal Tax ID: _____

Section 2

1. Does your organization hold a 501 © (3) status? Yes _____ No _____
If no, why not?
2. Does your organization require formal commitment to any particular religious doctrine or faith in order to receive services? Yes ___ No ___
3. Attach a copy of your year end financial statement(s) and audit reports, if available, for the most previous year as well as the latest quarter. Attach a copy of your current year budget. Please provide a copy of your most recent 990.
4. Describe the administrative structure of the organization including staffing and governing body.
5. When applicable, please provide a list of the organization's officers and a copy of its By-Laws.

Section 3

1. State the mission of your organization:
2. Describe the problem/situation this grant will help to address:
3. How does your organization benefit the people of Gilmer County?

Section 4

1. Amount of monthly grant requested: _____
OR Amount of one time grant requested: _____
2. Describe specifically how these grant funds would be spent:
3. List existing and other potential funding sources:

Section 5

Quarterly report agreement for grant recipients:

Your report must be a summary of how the money you received from us was used during the previous quarter. There is no specific form to be completed because each of the grant recipients is different and serves differing segments of the community.

For example: Some organizations such as the food pantry or meals on wheels, a summary of patrons served and inventory purchased. Some organizations would be more specific providing us with patient numbers, service dates, and amount each patient received. Most of the time an updated financial report is included.

It is not the intent of the Grant Committee to make the report cumbersome to your organization. It is our intent to oversee that our donations are being utilized for Gilmer County residents and that they are being used for the purpose stipulated in your grant. In all cases, we wish to have the number served by the funding report.

Due dates of quarterly reports:

The quarterly reports are always a quarter behind

- January, February March – report due April 15
- April, May, June - report due July 15
- July, August, September – report due October 15
- October, November, December – report due January 15

Note: you may send us your quarterly reports via email:

fhcgrants@etcmail.com or snail mail at the above address. Failure to submit your report on time will result in withholding of your grant funds. If you have any questions please contact Joan Compton at 706-635-3035 or her cell phone 706-273-0699.

Signature of person overseeing the grant: _____

(This form must be returned with your grant application.)

Section 6

If funded, you are required to submit a summary at completion of the project, describing how the grant funds were used. Send the summary by March 15 of the year following the grant, via email: fhcgrants@etcmail.com or snail mail to the address above. Failure to submit this report shall preclude your organization from future grant consideration and/or monthly grants suspended.

The information contained in this statement is for the purpose of obtaining funding from Faith, Hope and Charity Recycle Store, Inc. on behalf of the undersigned. The undersigned understands that the information provided herein would be used to evaluate the application and the undersigned represents and warrants that the information provided is true and correct. Authorization is granted to make all inquiries deemed necessary to verify the accuracy of the statements made herein.

Failure to return this grant application to us by November 1, shall preclude your organization from getting a grant at this time.

Please sign and date below:

Name of organization

Authorized signature

Print name and title

Date