



COMMUNITY FOUNDATION

Grant Application

The goal of the Hollywood Chamber of Commerce Community Foundation is to improve the quality of life in the community of Hollywood. We support and advance the educational, cultural and economic interests of the community by:

- I. Developing leadership with a dynamic and innovative vision of the future,
- II. Linking the business community in partnerships with educational, governmental, and non-profit organizations; and
- III. Serving as a vehicle for research, planning and community education to anticipate and communicate the challenges of the future.

Eligibility

When making grant decisions, we give preference to organizations that:

- Are well-managed and use their resources effectively
- Collaborate rather than compete with similar organizations
- Address the root causes of problems, rather than symptoms
- Make a significant contribution to the economic vitality of Hollywood
- Reach out to sometimes excluded groups
- Deliver services directly to those who need them
- Are 501(c) 3 charitable organizations
- **Must be a Hollywood Chamber member**

Exclusions

The Chamber Foundation's grant policy generally excludes:

- Individuals
- Private foundations

- "Flow-through" organizations (groups that re-grant to other groups or causes)
- Veterans groups and labor organizations (when serving only their own membership)
- Religious organizations (for sectarian programs)
- Capital projects and campaigns
- Endowments
- General operating expenses (for example: salaries, benefits, rent, leasing, utilities, telephone, etc.)
- Loans or loan guarantees
- Special occasion goodwill advertising
- Multi-year commitments
- Political or lobbying activities
- Emergency financial assistance created by a lapse of public support
- Organizations that practice discrimination based on race, color, religion, national origin;
- Or ancestry, age, sex, sexual orientation, marital status, physical or mental disabilities

Application

Name of Organization _____

Contact Person _____

E-mail _____ Phone _____

Address _____ City _____ Zip Code _____

Please provide the following information:

List the amount of the grant you are seeking: _____

(Note that the Foundation has a maximum grant level of \$2,500)

- Please describe the purpose of the grant you are seeking. What specific activities, project, or item will the grant fund?
- Evidence how your request meets our guidelines.
- How many people would be served by the grant received from the Foundation? Explain how they would be served.

- List the budget for the specific project for which you are seeking funding.
- Describe the standards used to evaluate the success of the project you propose.
- If you have received a grant from the Chamber Foundation previously, how was it used, and how was the grant publicized?
- How will you publicize receipt of this grant?
- Describe the purpose and size of your organization, its long-range objectives and the short-term goals of the project you want funded.
- Attach a copy of the IRS Determination Letter 501(c) 3 that designates your organization as a tax-exempt, public supported charity organization.
- Attach a listing of the members of your Board of Directors, including their business, government or education affiliations.
- Attach a copy of your last complete audited financial statement for grant requests of \$1,000 and above (Exceptions may be made for organizations with an annual operating budget of \$100,000 and below).

*Note that budget and financial statements may be requested before a final decision is made.

Also applications must be submitted by the last day of each month for consideration by the board at their meeting in the following month.

Please consider that it can take from 60 to 90 days for an action to be taken on a grant application.

Submission of Application

If you believe your program qualifies for consideration by the Hollywood Chamber of Commerce Community Foundation, submit your request with the information requested to:

*Hollywood Chamber of Commerce Community Foundation
7018 Hollywood Blvd.
Hollywood, CA 90028*