



Columbus HOPE Foundation, Inc.
4904 Boundview Court
Summerville, South Carolina. 29485
843-330-5449

*(a non –profit corporation operated by South Carolina Knight of Columbus)
“Helping Other People Everyday”*

GUIDELINES FOR STATE GRANT APPLICATIONS

The Columbus Hope Foundation Board of Directors reviews all requests for State Grants. To ensure all Grant applications are reviewed fairly and thoroughly, the Board of Directors requests your organization comply with the following guidelines when submitting your Grant request.

1. Submit original document with all the required information listed below. Grant request must be signed by the organization’s fulltime director. Request must be received by February 28, 2020.

2. Complete your Grant request in the following format.

Complete a Summary Sheet: Use CHF Form 104-7 (12/05/18) attached. A completed form is required. Submitting the required information in other formats or forms is not acceptable.

In addition, provide the following information in your grant request:

- 1. Detailed description of the Request to include:**
 - a. Discuss the existing need that this grant addresses. How will the requested goods/services assist Individuals with Intellectual Disabilities?**
 - b. Discuss the impact on the program’s service if the grant is denied or only funded in part. This is requested in the event the Columbus HOPE Foundation, Inc. could approve only a portion of the request.**
 - c. Identify other sources of funding /income sought prior to requesting funds from the South Carolina Columbus HOPE Foundation Inc.**

- 2. Background data on organization requesting Grant:**
 - a. Purpose of the organization or agency.**
 - b. Number and brief description of population demographics.**
 - c. Percentage of clients with primary diagnosis of Intellectual Disabilities.**
 - d. Primary source of organization funding (public, private), attach a copy or the organization budget, include brief description of fund-raising efforts and time table for completion.**

3. Documentation of Tax Exception status:

- a. Copy of IRS 501(c) (3) designation, or statement confirming affiliation with a government unit or larger tax-exempt organization.**
- b. If the request is affiliated with a school system a statement of support from the Director Special Education service is required.**

3. Submit completed documents to:

Email to "PRESIDENT@COLUMBUSHOPE.ORG" or Mail TO:

**Michael A. Allen
President/CEO
Columbus HOPE Foundation
524 Longtown Road West
Blythewood, SC. 29016**