

Supporting H.O.P.E. In the Community
The H.O.P.E. Sertoma Grant



H.O.P.E. Sertoma Grant Guidelines

Guidelines for Giving

Once a year H.O.P.E. Sertoma reaches out to local charity organizations, offering an opportunity for financial support. Qualifying organizations will be committed to our mission of “Helping Overcome Pediatric Emergencies”.

H.O.P.E. Sertoma Grant

Each year, H.O.P.E. Sertoma will offer two grants of up to \$1,000 each, with funds dispersed based on the need demonstrated by the organization seeking grant funds.

Eligibility Requirements

H.O.P.E. Sertoma funds only charitable, non-profit organizations as defined by section 501(c)(3) of the IRS tax code, public schools and other qualified state or local governmental entities. The following types of organizations, activities or purposes are not funded:

- Programs primarily serving residents of communities outside our geographic area. (A 22-county area in Missouri: Barry, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Laclede, Lawrence, Oregon, Ozark, Phelps, Polk, Pulaski, Shannon, Stone, Taney, Texas, Webster and Wright.)
- Individuals
- Private foundations
- Political candidates, lobbying or advocacy organizations
- Organizations that discriminate on the basis of race, sex, sexual orientation, age, handicap or religion
- Organizations or events which are not open to members of the general public
- Research organizations or projects
- Fundraising events (e.g., golf tournaments, school events)
- Scholarships
- Memberships
- Advertising
- Annual appeals
- Travel or conference expense for the organization's employees
- Funds to pay down operating deficits
- Trip and tours by groups or individuals
- Endowment funds
- Capital campaigns and multi-year commitments (some exceptions are made)
- Programs previously funded by H.O.P.E. Sertoma in the past calendar year

Grant Application Checklist

H.O.P.E. Sertoma uses a paper-based application process. Please have your materials postmarked by our deadline.

The grant application consists of the following five sections:

1. General Organization Information
(e.g., name, address, phone number, website address, etc.)

2. Contact Information
(e.g., top executive information and request contact information if different)
3. Additional Organization Information
(e.g., year founded, mission, organization type, board, staff and volunteer information, etc.)
4. Organization Financial Information
(e.g., the organization's Tax Identification Number, annual budget and IRS Form-990)
5. Required documents

In order for your funding request to be considered, the following seven required documents must be attached to the grant application:

1. A brief background of your organization and a history of its programs
2. A description of the organization's population served, and the geographical area served
3. A statement of how your organization is "Helping Overcome Pediatric Emergencies"
4. A statement of how your organization will use the H.O.P.E. grant, if received
5. Amount requested by your organization, up to \$1,000
6. A public relations/marketing plan to publicize this grant and its results
7. A copy of the 501(c)(3) federal tax exemption letter of determination and, if applicable, evidence of your organization's authority to operate under the 501(c)(3) of another organization; Or, a letter on official letterhead providing the nine-digit tax identification number of the applying government entity or public school and signed by the senior officer

Grant Review Process

The H.O.P.E. Sertoma grant committee meets on an annual basis to consider grant application requests. **The grant applications must be postmarked by September 30.** Within 30 days of the application due date, the committee will meet and deliberate the applications. Notification is sent to all applicants no later than two weeks following the grant committee's meeting.

If you have questions regarding the grant process please email hopesertoma@gmail.com.

Applications should be mailed to:

H.O.P.E. Sertoma
Attn: Grant Committee
PO Box 14111
Springfield, MO 65814