The Kendal C. and Anna Ham Charitable Foundation
P.O. Box 2853
North Conway, NH 03860

Grant Application Package

IMPORTANT

You must be able to answer YES to BOTH questions to be considered for a Ham Charitable Foundation grant.

1. Does your organization improve the quality of life of residents of the Mount Washington Valley of New Hampshire, or the communities of Bridgton, Maine or Fryeburg, Maine?

2. Is your organization an Internal Revenue Service approved 501 (c) 3?
HOW TO APPLY FOR A GRANT

Policies, Principles and Guidelines

The Kendal C. & Anna Ham Charitable Foundation reviews funding requests in the spirit of our mission to improve community life in the Mount Washington Valley of New Hampshire, Fryeburg and Bridgeton, Maine. We believe that the vitality of our community depends upon the ability of people to be responsible for themselves and concerned about one another. Our grant making policies and principles are aimed at promoting these essential characteristics of a vibrant community.

Grant Making Guidelines

As a community foundation, we do not limit our grant making to a particular field of interest. Instead, we seek to focus on the themes described above, supporting the entire range of human life in the Mount Washington Valley of New Hampshire, Fryeburg and Bridgeton, Maine. Promoting access, equity and diversity is central on the program’s potential impact.

Each year, the Kendal C. & Anna Ham Charitable Foundation receives many more worthy requests that we can support. The Kendal C. & Anna Ham Charitable Foundation’s Board of Directors makes judgments based on the ways in which a program involves community people in its planning and implementation, and on the program’s potential impact.

Who Can Apply for a Grant?

The Kendal C. & Anna Ham Charitable Foundation welcomes grant requests from the Mount Washington Valley, New Hampshire, Fryeburg and Bridgeton, Maine area organizations that are defined as tax-exempt under Section 501(C)(3) of the Internal Revenue Code. Grants are primarily limited to programs serving the Mount Washington Valley, Fryeburg and Bridgeton communities. To conserve limited resources, we do not consider more than one proposal from the same organization within a twelve-month period. Grants are usually made for one year at a time.

In general, grants are not made for:

--annual operating support (included salaries)
--individuals
--media or publications
--conferences or symposia
--religious organizations for religious purposes
--private or parochial schools
--replacement of government funding
--city or state government
How to Apply

The Kendal C. & Anna Ham Charitable Foundation’s Board of Directors considers grant proposals on a semi-annual basis in April and October. Here is the schedule for submitting applications:

For consideration at the: Proposal due by 5 P.M. on the last working day of:

April Meeting January
October Meeting July

Only one copy of funding proposal should be submitted, addressed to:

Executive Director
Kendal C. & Anna Ham Charitable Foundation
P.O. Box 2853
North Conway, NH 03860

There is no hard and fast format for a proposal, however, it should include: a summarizing cover letter signed by your organization’s president and/or executive director, a narrative proposal which describes your organization and the proposed project and/or use of funds, proposed project and current agency budgets and attachments including a copy of your organization’s most recent IRS ruling, prior two year financial statements and audits, list of directors and officers, and a completed form of grant application supplied by the Foundation. See attached List of Exhibits.

INCOMPLETED OR LATE APPLICATIONS (INCLUDING LATE ATTACHMENTS) WILL NOT BE CONSIDERED.
List of Exhibits for Grant Request

Name of Organization: ________________________________________________________________

Date: ____________________________________________

1. Signed proposal
2. Description of the organization
3. Proposed project and/or use of funds
4. Project budget including copies of written quotes if applicable
5. Latest agency budget
6. IRS exempt status ruling
7. Prior two-year financial statements including Balance Sheet
8. Current list of directors and officers
9. Completed and signed form of grant application
Kendal C. & Anna Ham Charitable Foundation
Grant Application

_________________________  For Consideration at the __________ meeting
Name of Organization  of the Board of Directors

____________________________________  __________________________
Address  Telephone Number

____________________________________  __________________________
Town  Fax Number

____________________________________  __________________________
Amount of Request  Email

____________________________________  __________________________
President/Executive Director (Print)  Date

Have funds for this purpose been requested from other sources?  Yes ___  No ___
If yes, to whom? ___________________________________________________________

____________________________________
Signature

Has this grant application been approved by your Board?

Yea  Nay

Date _______________