

**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 Bridgton, 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 Bridgton, 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 Bridgton, 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 Bridgton 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.

**INCOMPLETE 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 \_\_\_\_\_