

HUTTON FOUNDATION ENDOWMENT GRANT PROGRAM

The Hutton Foundation Endowment Grant Program provides an opportunity for local Santa Barbara-based nonprofit organizations to secure endowment funding. This opportunity is available only one time per agency and is to be used to establish a new endowment.

The Endowment Program has been designed to produce a concise result. Hutton Foundation has developed the attached documentation, which provides step-by-step instructions and sample policies for establishing an endowment. Once an agency has completed the application process, they will have created a viable endowment fund and valid endowment policy.

In providing these sample documents, the Hutton Foundation is not recommending or requiring particular policies and is not providing legal or investment advice to applicants. Each applicant must adopt the policies that best suit its situation, and should seek the advice of its own legal, financial and accounting advisers. For more information about endowments, investment policies and related issues, or for referrals to qualified advisers applicants should contact the Nonprofit Support Center of Santa Barbara County (805-681-1040, on the web at www.nscsb.org).

GRANT STRUCTURE

Hutton Foundation will commit four (4) \$25,000 grants to endowment in calendar year 2004. The committed funds must be matched 3:1 within 24 months of Hutton Foundation's commitment. Once successfully matched, Hutton Foundation will award the committed \$25,000.

Applications for the Hutton Foundation Endowment Grant program are due December 1, 2004.

We believe our initial commitment to the recipient agency's newly established endowment fund will act as a catalyst to other potential donors, both individuals and other private foundations.

APPLICATION EVALUATION CRITERIA

- ⊕ Organization must be an independent 501(c)(3) located in Santa Barbara County
- ⊕ Organization must have been in existence five or more years
- ⊕ Organization must have operated in the "black" for last four consecutive years
- ⊕ Funds raised must be from new sources, not existing reserves, pledges or proceeds directed by the organization's Board of Directors
- ⊕ Must complete fundraising by December 31, 2006
- ⊕ Must be available for a site visit or interview, if requested

APPLICATION PROCEDURES/GRANT PROPOSAL

- ⊕ Include organization name, address, phone and contact name for persons responsible for proposal

- ⊗ Proof of adopted endowment policy, established committees and viable endowment account (Sample documents and instructions enclosed in this packet)
- ⊗ A narrative description of the mission of the organization and a brief overview of the agency's programs and population served
- ⊗ A narrative summary of why the organization is seeking endowment funds, including how the funds will be used by the organizations
- ⊗ A narrative plan for how the new funds will be raised
- ⊗ A copy of the organization's IRS Letter of Determination showing 501(c)(3) status
- ⊗ Copies of the organization's last 5 years financial statements and Form 990
- ⊗ A copy of the current operating budget for calendar or fiscal year. We want to see a complete 12-month budget showing year-to-date actual figures.
- ⊗ A list of Board of Directors, number of years service with your organization and their affiliation

AWARD EVALUATION CRITERIA

In determining the award for the matching funds, the following elements shall be given consideration:

- ⊗ The ability, capacity and leadership of the organization to meet the stated objectives
- ⊗ The financial viability of the organization
- ⊗ The content and reasonability of the proposal outlining how \$75,000 in new funds will be raised by December 31, 2006

Please submit **three** copies of the proposal to: (only one copy of the financial statements and Form 990 is required)

The Endowment Grant Committee
 Hutton Foundation
 26 West Anapamu Street, 4th Floor
 Santa Barbara, CA 93101

Any questions should be directed to Pam Hamlin, (805) 957-4740.

All proposals must be received no later than 4:30 p.m. on December 1st. If the 1st falls on a Saturday or Sunday, applications are due the Friday before the 1st. Any proposal received after this date will not be accepted. Hutton Foundation is not liable for any costs incurred in the preparation and presentation of proposals. Hutton Foundation reserves the right to reject any or all proposals, waive informalities and/or irregularities, and to award the matching funds in the best interest of the Foundation.

TIMETABLE

Endowment Grant Proposals Due	December 1 st
Committee Review	
Site Visits & Interviews	
Committee Recommendations	
Award Announcements	December 31 st