

## Mission Statement

The Foundation at Highland Park Presbyterian Church encourages and builds a culture of philanthropy to glorify God by receiving and investing funds received by gift and/or bequest and distributing income earned therefrom to (i) the agencies, institutions, ministries and special projects of the Church which are outside the normal operating budget of the Church and (ii) other Foundation approved Christian organizations and causes

## Grant Guidelines

1. The Foundation at HPPC provides grants to 501c(3) organizations. Grants are not made to individuals. Applications must include a copy of the organization's current IRS tax exemption letter.
2. The HPPC Foundation Board meets in May to review grant requests. Applications should be submitted prior to March 1 for a June distribution. The Foundation is unable to accept applications after the March 1 deadline.
3. Five printed copies of the unbound Application form and the same number of copies of any required enclosures or attachments should be submitted to:  
*The Foundation at HPPC*  
*Attention: Lori Haughton, Executive Director*  
*3821 University Blvd. Dallas, Texas 75205*
4. The Foundation will consider only one application from any one organization during any 12-month period.
5. Information in the grant request must follow the order of the HPPC Foundation Application which requires a description of the proposed project, the statement of need, specific project components, logistics, timeline, goals, projected benefits and numbers and information on the constituencies to be served by the project.
6. Organizations receiving funding from the Foundation are required to provide a full report on grant related activities and financial expenditures as specified at the time of the grant award. A full report is required prior to submitting an application the following year.

If you have any questions, please contact [lori.haughton@hpres.org](mailto:lori.haughton@hpres.org)

*Welcome to the grant application to The Foundation at Highland Park Presbyterian Church. Please fill out the following sections completely for your request to be considered.*

***Mission Statement:** The Foundation at Highland Park Presbyterian Church encourages and builds a culture of philanthropy to glorify God by receiving and investing funds received by gift and/or bequest and distributing income earned therefrom to (i) the agencies, institutions, ministries and special projects of the Church which are outside the normal operating budget of the Church and (ii) other Foundation approved Christian organizations and causes.*

**Date:** February 21, 2022

### Organization Information

• Organization Name	
• Address, City, State, Postal Code	
• Phone Number	
• Fax Number	
• E-mail Address	
• Website	

### Contact Information

• Organization CEO or President	
• Primary Contact for the Request	
• Primary Contact Title	
• Primary Contact Phone	
• Primary Contact E-mail Address	

## Organization Background

- Organization Mission Statement

- Brief History of the Organization  
*Please include a description of the Christian ministry focus of the organization*

### *Budget Information*

- Current fiscal year budget
- Previous fiscal year budget
- % of budget toward program
- Last month of fiscal year

### *Relationship to Highland Park Presbyterian Church*

- Have you received funds from the HPPC Benevolence or Outreach budget? Describe.
- Have you applied to The Foundation at HPPC before? If a grant was approved please describe.
- Do you receive non-financial support from HPPC?

## Grant Request

- Project/Program Title

- Requested Amount

- Project/Program Budget

### *Project/Program Description*

- A brief statement explaining the unmet need the project/program is addressing

- A full description of the proposed project/program
  - Include specific project components and logistics
  - Include project timeline and date by which funds are required
  - Include a description of constituents served, including numbers served and demographics

- A full description of the outcomes of the project/program
  - Include specific goals and projected benefits of the project
  - Include how the project will be evaluated for effectiveness

### *Ongoing Funding*

- List other sources of current and proposed funding for this project/program

- Describe the strategies for perpetuating the project/program

## Additional Information

- If you have other information that you feel is pertinent, please include below

## Attachments

Please include the following attachments with your application

- Project budget, including line item detail of revenues and expenses
- IRS Determination Letter
- 990 Form with Schedule A
- Last audited financial statements
- Names of the Board of Trustees or Directors

### *Submission Instructions*

Please follow the instructions below to submit your application

- Prepare *five copies* of this application and associated attachments
- Submit to:

The Foundation at HPPC  
Attention: Lori Haughton, Executive Director  
3821 University Boulevard, Dallas, Texas 75205