

***What is the Foundation's mission statement?***

The mission of the Harris Harper Family Foundation is to promote the health and well-being of people in God's world and to advance the Gospel of Jesus Christ by funding efforts to encourage biblical faith, education and training.

***What are the grant eligibility requirements?***

Must be tax-exempt under section 501(c)(3) of the Internal Revenue Code and must not be private foundations as defined in Section 509(a) of the Internal Revenue Code.

***What should be the emphasis in submitting a proposal?***

**Spiritual** - Proposals should have a clear spiritual emphasis. Proposals from secular groups should have a theological thrust (e.g. giving to a secular arts program for the purpose of studying Christian spirituality). The foundation is seeking to introduce the Christian world and life view into every area of culture and society.

**Service** – Proposals for the purpose of service related and mercy ministries will be considered. Preference will be given to projects and groups in which board members are actively acquainted and/or involved.

In general, the foundation will not consider the following types of requests:

- For the personal benefit of specific individuals.
- For contributions to organizations that practice discrimination.
- For contributions to sectarian or religious organizations whose principle activity is for the personal benefit of their own members or adherents.

***How will the proposals be evaluated?***

- The Foundation's members will become thoroughly informed of the proposals from the required materials, personal contacts, interviews (phone, person-to-person, email), on-site visits, and follow-up.
- Further documentation of proposal requested (other organization publications, web page, other people familiar with organization, etc.).
- If the proposal is approved, the organization will be required to make follow-up reports every 6 months, or within a specific time frame determined by the Foundation.

If an application is favorably reviewed, the foundation may partially or totally fund the request. Funding is ultimately contingent upon availability of funds within the foundation's annual budget.

***What are the criteria that will determine the validity of the proposal?***

The final decision will be based upon objective and subjective criteria. The following criteria will be tested against each proposal:

**Project Viability**

- What is the quality of the proposal design and content?
- How justified is the need?
- What has the organization learned from its most recent evaluation of the proposal?
- What is the relationship between the scale of the proposal's budget and size of the annual operating budget?
- What is the impact of full or partial funding from the Harris Harper Family Foundation? What results can they produce?
- Where applicable, is there credible evidence of the organization's ability to sustain the proposal beyond the duration of the grant?

**Organizational Capacity**

- How clear is the organization's statement of purpose?
- Does the proposal further the mission of the organization?
- What are the qualifications and characteristics of the ministry's leaders and board members and do they indicate the ability to successfully carry out the proposal? How stable are organizational finances? To whom are they accountable? Can the organization demonstrate it has the managerial, programmatic, and financial capacity to implement the project?

**Community Engagement**

- How many people will be served by the proposal?
- Is there community demand for the proposal?
- How are community members involved in the proposal?
- Who else supports the organization or project?

**Ministry**

- Where is it active?
- In what way is it innovative?
- In what way is it growing and cooperative?
- In what way is it goal-oriented?
- In what way is it accountable?
- In what way is it endorsed by a strong track record?

**Geographical**

Preference will be given to local, state, national and world projects, in that order.

### **Yellow Flags**

Is the board in agreement? Why or why not?

Has the ministry suddenly lost a primary funding source? If so, why?

Does the bulk of their revenue come from one source? Provide list of funding sources. Is there a weakening in the ministry's momentum? If so, why?

### ***How to submit a proposal?***

If your project falls within the above listed criteria and you meet the eligibility requirement, you may apply to the foundation preferably using email (send to [HHFF@harfam.org](mailto:HHFF@harfam.org)). If you are unable to send proposal via email then send U.S. Postal service (send to Mark W. Harris, Harris Harper Family Foundation, 7327 Fyxen Run, Roanoke IN 46783-9328). In either case, please include all of the following required materials.

**Required Materials** -- proposals should be concise and include a one page "executive summary" that includes the following key concepts:

1. Clear description of the proposed project or program.
2. Clear description of the specific results to be accomplished by the proposed program or project and how the results will be evaluated. Contact information.
3. Clear description of how the project or program will advance the mission of our organization and how it will be sustained, if necessary, over time.
4. Clear description of the kind of people and/or communities who will benefit directly or indirectly from the project. Indicate whether the project or program will serve economically disadvantaged individuals or communities, specific ethnic communities and /or people with special needs.

In writing the "executive summary" please incorporate the following the elements in the summary:

1. Project or program title
2. Contact person
3. Applicant information
4. Mission statement
5. Problem statement
6. Project summary
7. Expected results
8. Funding request (i.e. specific amount)

***What is the timeline for approval?***

The foundation considers grants at its August meeting each year. Proposals must be submitted to the foundation (either email or regular mail) by May 30th each year.

Prior to the Foundation's August meeting, Foundation Board members may follow up on certain proposals. This could include phone calls, visits, emails, requests for further information, requests for clarification, etc.

Each year the foundation will meet in August and consider the proposals submitted and forwarded for recommendation by the grants committee. Following that meeting, organizations submitting proposals will be notified of the board's decisions concerning grants awarded.

*Adopted June 7, 2003; Revised March 2013*