

**Truman Heartland Community Foundation
Jelley Family Foundation
Endowment for Children's Education**

Grant Guidelines

Overview

Vernon Carl Jelley, Jr., M.D. began his private practice in Orthopedic Surgery in Independence and Blue Springs in 1978. He retired from private practice in 1999. He began teaching adult swim aerobics in 2006 and began substitute teaching in the Independence School District in 2008. He enjoyed serving the community in these positions up until the time of his death.

Dr. Jelley believed that hard work, responsibility, honesty, and integrity were the building blocks to a meaningful and purposeful life. He was fully committed to all he pursued in life. He believed in contributing to the greater good of the community, and giving of one's time and talents to improve the quality of life for those in need. At the time of his passing, Dr. Jelley was serving on the Board of Directors for Drumm Farm Center for Children, the Heritage Philharmonic Orchestra and the Multiple Sclerosis Achievement Center with the Rehabilitation Institute of Kansas City. He actively volunteered as a tutor for the Boys and Girls Club in Independence, MO, as a mentor for Big Brothers and Sisters of Kansas City, as a member of the Missouri Sports Massage Team, and as a massage therapist for Kansas City Hospice.

Dr. Jelley pursued his interests and hobbies with the same commitment as he did in his career and community service. He strongly believed and often remarked that "Education is the cure to all that ails us." He was passionate about educating himself and others in all that he pursued.

A long-time resident of Blue Springs, Dr. Jelley entrusted the Truman Heartland Community Foundation with a substantial gift upon his death to support children's education through the annual Community Grants Process. The first grants in his honor to support children's education were made in 2014.

Eligibility

Organizations may apply for grant support if they meet either of the following criteria:

*Are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and currently serve, or propose to serve, persons or communities in **Eastern Jackson County, Missouri (EJC)** (defined as east of I-435).

*Are units of local government or public education institutions located in EJC.

Priority will be given to organizations currently located in Eastern Jackson County. No grants will be made to individuals, political parties, or candidates.

Grant Period and Amount

The Foundation encourages programs spanning up to 3 consecutive years. However, each year the program will be evaluated with other applications and awarded based on grant criteria. Funding for the same type of request (equipment, operational support, or a new initiative) will be limited to three consecutive years; exceptions will be reviewed on a case-by-case basis.

With an annual budget of \$100,000-\$150,000 the committee will be open to awarding larger amounts to fewer applicants. Grants typically range between \$10,000 and \$20,000.

Funding Priorities

Dr. Carl Jelley strongly believed in education, however, he did not think all education happened in the classroom. He entrusted his legacy to support children's education in assorted venues to the Truman Heartland Community Foundation.

Proposals will be considered that address one or more of the following issues, focusing on educational programming. These educational (not social services) issues are **not** listed in order of importance.

- New and innovative ideas focused on assisting at-risk children and youth to succeed.
- Evidence of collaborative support programs.

- Leverage of additional funding and resources to maximize the grant’s impact across the region.
- Organizations and partnerships emphasizing early childhood education, family literacy, educational advocacy, innovative educational practices, policy reform, whole child development including the arts, healthy living, and lifelong learning.

On-Line Application Process

Starting in 2017 - grants will be awarded annually based on a full application submitted by 5:00 pm on the 4th Thursday in May. All applicants that meet the eligibility requirements and address the funding priorities will be reviewed by the Grants Committee of the Truman Heartland Community Foundation. Throughout this process, the Foundation may contact the organization to clarify the request, schedule a site visit, or make a suggestion to strengthen the proposal.

Full applications are to be submitted through the Truman Heartland Community Foundation website at <http://www.thcf.org/grants-scholarships/grant-guidelines>. Click on the link for the grant you wish to submit. Process must be completed by 5:00 PM on the closing date shown below.

Full Application Deadline	Notification of Applicants	Grant Awards Luncheon
4 th Thursday in May	Early October	Early to Mid- November

The following information will be requested in the on-line application:

1. An overview of the applicant organization. Include mission and brief history of organization.
2. A description of the proposed program. Include total program cost, funding requested from Truman Heartland Community Foundation, and funding requested from other sources.
3. The target audience in EJC and numbers served by the proposed program.
4. The tangible results that demonstrate the educational impact on the target audience within EJC as a direct consequence of the proposed program.
5. If the proposal is contingent upon collaboration, a written letter of support from the collaborating partner agency will be required. Example: If program is to be implemented in schools, the School District Administration must endorse proposal.

Other information that will be requested:

Financial Information

- a. Provide a copy of your organization's current fiscal year budget, listing sources and amount of income by applicable categories. (to be uploaded and attached)
- b. Provide a copy of an independent financial audit if one has been prepared during the past two years. (to be uploaded and attached)

Program Budget Sheet (form available online) (to be uploaded and attached).

A current list of your governing body members, i.e. board of directors, board of trustees, etc. (to be uploaded and attached)

An overview of collaborations with other organizations in the planning, funding, and/or delivery of the proposed program. (to be uploaded and attached)

Stated goals of the program and proposed methods for measuring the tangible results. The tangible results that the target audience within EJC will experience as a direct consequence of the proposed program.

The definition of "success" for the proposed program. What will be utilized as evaluation criteria that produces data demonstrating tangible results as well as the educational impact on your target audience. How will these results and impact lead your organization and the Truman Heartland Community Foundation to conclude that the program had succeeded?

(For new initiatives and operational support proposals) Plans for program sustainability.

Funding Decisions

We remind grant seekers that we are only able to fund a small percentage of the requests we receive. The criteria under which all requests will be evaluated and scored include:

- Organization's mission is compatible with proposed program
- Proposal addresses one or more of the funding priorities
- Proposal responds to needs of target population in EJC
- Proposal incorporated collaboration (documentation required)
- Funding plan leverages other resources
- Proposal has measurable and meaningful outcomes
- Proposal has reasonable budget
- Proposal includes realistic plan for sustainability
- Organization has met all reporting requirements for existing programs funded by THCF.

All applicants will be notified about funding decisions in writing by early October. Do feel free to call the office to schedule a visit to discuss the funding decision. We are pleased to explain.

Awards are presented at our Annual Grants Awards Luncheon in November. However, before organizations receive the Foundation funding, a signed and returned Grant Agreement Form must be received by Truman Heartland Community Foundation. This governing document outlines the limits and conditions of funding, under which the grant has been authorized.

Reporting Requirements

Interim Report

Organizations interested in applying for an additional year of funding, must submit an interim report describing meaningful outcomes. This report must accompany the new application for the additional year of funding.

Final Report

All recipient organizations, must submit a written final report to THCF at the conclusion of the program funded, or twelve months from the date of the award. The report should include the following:

1. Expenditure of Grant Funds Received
2. Outcomes and Accomplishments made possible through funding
3. For organizations having received multiple-year funding, please include baseline data and improvements in program delivery made as a result of outcomes monitoring.