



MOUNT DORA COMMUNITY TRUST GENERAL GRANT POLICY

Based upon the original desire of the Grantor who called Mount Dora his home, who considered the times he resided here to be "the happiest of his life," and who wished to give tangible expression of his gratitude to the citizens of Mount Dora, the Community Trust is for public, educational, charitable or benevolent uses and purposes.

ELIGIBILITY

The Mount Dora Community Trust welcomes grant requests from all deserving organizations that meet the general criteria. Contributions are made for worthy capital purposes or for innovative programs and projects. The Community Trust does not feel any obligation to make an organization its dependent or to provide basic services which citizens are unwilling to supply for themselves.

ORGANIZATIONS REQUESTING ASSISTANCE MUST MEET THESE GENERAL CRITERIA:

1. The Organization must operate within the community of Mount Dora.
 2. Funds contributed must be used in the local area.
 3. The Organization must have a general membership which is open to all segments of the Community.
 4. The Organization should be non-profit.
 5. The Organization should have proven its effectiveness and have a broad base of community support.
 6. Any request from a school must be signed by the principal. All requests must be authorized by the Organization potentially receiving the grant.
- MANY OF THE GRANTS are on a challenge or matched basis. The typical grant ranges from \$500.00 to \$2,500.00.
 - The Distribution Committee will make every attempt to avoid all conflicts of interest.

THE DISTRIBUTION COMMITTEE OF THE COMMUNITY TRUST WILL ORDINARILY DENY THE FOLLOWING GRANT REQUESTS:

- From chiefly tax-support institutions or where more than fifty percent of the funding comes from Government.
- For individual scholarships or research grants, as the Community Trust makes available several separate educational funds. For information on scholarships available through Mount Dora Community Trust, contact the high school guidance office of the Trust Department of the First National Bank of Mount Dora.
- For routine operating expenses, or to pay off deficits or pre-existing debts.
- For travel projects or fellowships.
- For advocacy organizations (due to IRS restrictions).
- For private or profit-oriented projects.

APPLICATION PROCEDURES

- We suggest that initial contact be by telephone (352) 383-2140, Trust Department, or secondarily, by letter of inquiry to the Trust Department, Post Office Box 1406, Mount Dora, Florida 32756-1406.
- All applications must specify the amount requested and the intended purpose for the funds. Requests must be submitted on the attached application. Only one application may be submitted annually.
- Grant requests can be received at any time; however the Distribution Committee will only review those requests that were submitted 30 days prior to the meeting.
- The Distribution Committee usually meets three times a year to consider grant requests (late January, May and late September). Call the Trust Department to obtain exact dates in order to ensure all necessary information for the grant request is submitted 30 days before the next scheduled meeting. Invitations for personal presentations may be extended.
- All applicants will be informed in writing after the appropriate meeting whether their request has received funding. All applications are reviewed by the Distribution Committee, and all decisions are final.

GRANTEE REPORTING REQUIREMENTS

- Those receiving grants are asked to submit a written acceptance of the terms of the grant before a check is issued.
- If applicable, grant recipients will receive a post-grant follow-up form to complete approximately six months following issuance of the grant. This enables the Distribution Committee to monitor the project's progress.

THE MOUNT DORA COMMUNITY TRUST GRANT REQUEST

Date _____

Organization Name _____

Address _____

Telephone No. _____ Person to Contact _____

Member of United Way? Yes No

Incorporated or Non-Profit Organization? Yes No

Date and Place of Incorporation _____

Tax Exempt Status (Enclose copy of IRS Determination letter) _____

1. Amount requested \$ _____

2. Purpose of financial request:

3. Briefly state purpose and major activities of the Organization:

4. List major services rendered by the Organization:

5. List Board of Directors and their affiliation:

Meeting Frequency: _____

6. Is aid being requested from other sources? Yes No

7. Provide current sources(s) of funding for organization (A) and other prospective sources available for your request (B)

(A)

(B)

8. Budget for the Project; Time Schedule for completion:

9. Please enclose the following items if available:

- Articles of Incorporation By-Laws
- Last Audited Financial Statement Latest Budget
- Annual Report, Brochures, Descriptive Material
- Bid for Project (Minimum, 2)

Prepared by: _____ Date: _____
Name Title

RETURN COMPLETED FORM TO:
Mount Dora Community Trust
c/o The Trust Department
First National Bank of Mount Dora
Post Office Box 1406
Mount Dora, FL 32756-1406