

GRANT POLICY AND PROCEDURES

Applicants will be notified by mail within four to six (4-6) weeks after a Foundation meeting as to acceptance or declination of the grant request. Please allow the Hillcrest Foundation to contact all applicants by mail.

The Trustees are not available for pre-grant personal meetings. All contact will be initiated by the Hillcrest Foundation Corporate Trustee and its consultants. After we receive and review your complete application, we may contact you for more information or a personal meeting, if necessary.

Bank of America, Corporate Trustee, receives all grant applications and is responsible for ongoing administrative management of the Foundation. All correspondence should be directed to: Hillcrest Foundation, Bank of America, Corporate Trustee, Attn: David T. Ross, P.O. Box 830241, Dallas, TX 75283-0241.

Incomplete grant requests will not be considered.

The Board of Trustees meets three times a year to review and consider grant proposals. The Trustees consider all complete applications for grants which are within the stated purposes of the Foundation. The purposes for which the Hillcrest Foundation was created are:

- (i) the relief of poverty in the state of Texas;
- (ii) the advancement of education therein; and,
- (iii) the promotion of health therein.

Under the terms of the governing instrument, Hillcrest Foundation can distribute grants only to qualified charitable organizations in the state of Texas. No grants can be made to individuals.

Grants will not be considered for approval in consecutive years. Grant recipients must wait 24 months before applying for a second time to the Hillcrest Foundation. Please see below for specific examples:

- Example #1: If you have received a grant payment from the May meeting of 2007, you are not eligible to apply again for a grant from the Hillcrest Foundation until the May meeting of 2009.
- Example #2: If you received a final payment on a multi-year grant commitment in May of 2007, you are not eligible to apply again for a grant from the Hillcrest Foundation until the May meeting of 2009.

If your last request was declined, one year must expire before you apply again. Following these guidelines helps to assure equitable consideration for all potential grantees and we appreciate your understanding.

The Trustees will give priority consideration to the following types of grant requests:

Supplements for capital requirements
Programs with specified beginning and ending
Capital campaigns

Construction/Improvements of permanent buildings
Special projects
Buildings, facilities and equipment

The Trustees may favorably consider proposals which are unique, necessary, and of high priority for the charitable organizations, and which do not duplicate other services which are available; proposals for which funding may not be readily available from other sources; and essential projects which are sufficiently described as worthwhile, important and of a substantive nature. Grants to meet challenges or matching funds have a special appeal.

The following types of requests will not be considered:

Political organizations
Individuals
Loans
Operating Funds

Scholarships for individuals
Tuition
Seminars
Salaries, unless clinical or educational in nature

The Trustees do not make general support grants for ongoing operating expenses unless considered an emergency.

All grant proposals must be signed by the Chairman of the Board of the organization which is applying for the grant. *Another individual authorized by the organization to sign contractual agreements must also sign the proposal.*

A written contract prepared by the Corporate Trustee will be required to be executed by the recipient and the Hillcrest Foundation outlining the terms of the approved grant. This contract will provide detailed information on the use of funds and under what conditions a refund would be required.

All grant recipients must submit within one year of funding a written report describing the use of the grant and the results achieved. Your annual report must describe the use of these funds, and the progress made toward achieving the grant's purpose. Your final report on the completion of the purpose should describe the accomplishments with respect to the grant, including an accounting for the funds received. Send your report to: *David T. Ross, Trustee, Hillcrest Foundation,
Bank of America, P.O. Box 830241
Dallas, TX 75283-0241.*

The Trustees *will not* consider another grant proposal from a charitable organization which has not submitted an acceptable report for a previous grant received from the Hillcrest Foundation.

The Foundation's only source of revenue to fund grants is through investment income. The Foundation is not involved with any direct charitable or program related activities.

Hillcrest Foundation funds are designated for charitable organizations in the state of Texas. Grant priority is given to Dallas area charitable organizations. Approximately 90% of grant funds are paid to organizations in North Texas, with emphasis on charitable services in the Dallas area.

Grant amounts range from \$10,000 to \$300,000 (multi-year payment) with an average grant of \$35,000. Funding is usually for a single year.

Applicants must have a current 501(c) (3) exemption status from federal income tax as determined by the Internal Revenue Service before applying for a grant.

After the initial application has been reviewed, the Trustee may request a more detailed proposal, additional special information, and a visit with representatives of the organization.

**GRANT APPLICATION
HILLCREST FOUNDATION
BANK OF AMERICA, CORPORATE TRUSTEE**

*Use this form, or reformat as closely as possible on one page.
All information must be provided. Incomplete requests cannot be considered.*

DATE: _____

NAME OF ORGANIZATION: BRACKETT INDEPENDENT SCHOOL DISTRICT

STREET ADDRESS: 400 Ann Street CITY/STATE/ZIP: Brackettville, TX 78832

MAILING ADDRESS (if other than above): PO Box 586

NAME AND TITLE OF CONTACT PERSON: Robert Westbrook, Superintendent of Schools

TELEPHONE NUMBER (include area code and extension): (830) 563-2491 FAX NUMBER: (830) 563-9264

E-MAIL ADDRESS: robert.westbrook@brackettisd.net WEBSITE: brackettisd.net

HAS YOUR ORGANIZATION EVER RECEIVED A GRANT FROM THE HILLCREST FOUNDATION? Yes No

AMOUNT OF CURRENT REQUEST: \$ _____

BRIEF PURPOSE OF CURRENT REQUEST: _____

TOTAL PROJECT COSTS: \$ _____ TOTAL ORGANIZATIONAL BUDGET: \$ _____

Signature of Head of Governing Board

Signature of *another* person authorized to sign contracts

Sondra Meil, President, Board of Trustees
Typed name/title of Head of Governing Board

Robert Westbrook, Superintendent of Schools
Typed name/title of *another* person authorized to sign Contracts

Provide the following information on no more than two separate pages. Use standard 10 or 12 point typeface.

- 1. Brief description of your organization's mission, purpose, goals and major accomplishments.**
- 2. Description and need for the proposed program or project for which funds are requested.**
- 3. Specific use of Hillcrest grant funds, if awarded, and date payment is needed.**
- 4. Number and description of people who will benefit from this program or project.**
- 5. Timeline for project start-up, completion, and expenditure of funds.**
- 6. List entities asked to give significant financial support to the proposed project/program, including responses to date and dollar amount of supported committed.**
- 7. List the five most recent grants received from the *Hillcrest Foundation*, including the following information:**
 - Date of Grant**
 - Amount**
 - Brief Description of Purpose**
 - Date of Report Submitted to Hillcrest Foundation on the use of the grant funds**

In order for a request to be considered by the Trustees, one original and one copy of the four required documents (outlined in the Grant Application Procedures) must be submitted...postmarked by the appropriate deadline