



HUMBOLDT AREA FOUNDATION

Application Guidelines for the

Elsie Mae Gardner Ricklefs & Richard Ricklefs Memorial Fund

ELIGIBILITY CRITERIA

Grants are awarded to support community projects in the Klamath-Trinity area (generally defined to include the communities of Somes Bar, Orleans, Weitchpec, Hoopa, Willow Creek, Salyer, and Burnt Ranch) and will support projects or programs focused on one or more of the following:

- Peer counseling for youth
- Youth activities outside of school hours
- Healing grief and/or trauma
- Increasing emotional intelligence
- Projects that support cultural goals of the community

GENERAL INFORMATION

Grant proposals should be submitted by:

1. A nonprofit organization with tax exempt status under Section 501(c)3 of the Internal Revenue Code,
2. A public benefit organizations (public schools, government agencies, Indian Tribal Governments), or
3. A community group with a qualified fiscal sponsor who meets 1 or 2 above.

Please note: For organizations applying as 501(c)3 charitable organizations, the Foundation will verify 501(c)3 status prior to making awards.

- Organizations with grant reports past due to the Humboldt Area Foundation are not eligible to apply.
- Grants will not be made for the deferred maintenance or annual operating costs of public institutions, churches, and services of special tax districts, government or cemeteries.
- Grants will not pay for expenses that have already been incurred prior to grant award.

GRANT DEADLINE AND CONTACT INFORMATION

All applications must be postmarked or delivered **by 5pm by November 30 or May 31**, or the first business day thereafter

Grant award notification will occur approximately 6-8 weeks after the deadline.

If you have any questions, please contact the Humboldt Area Foundation at (707) 442-2993.

Please submit you completed grant application to:

Humboldt Area Foundation

Attn: Sara Dronkers

363 Indianola Road

Bayside, CA 95521



HUMBOLDT AREA FOUNDATION

APPLICATION REQUIREMENTS CHECKLIST

Please submit the following materials in the order provided below:

- Grant Application Form
- Project Narrative (two pages maximum)
- Project Budget

Please do not include any additional pages or materials.

PROJECT NARRATIVE

Please attach a narrative no longer than two pages with brief responses to the following:

1. Describe the project and timeline.
2. What are your expected outcomes?
3. Who and how many will benefit from the project?
4. How will the project utilize existing community resources (local expertise, leadership, volunteers) to strengthen community life?
5. How will the project have an impact on the community?



**HUMBOLDT AREA
FOUNDATION**

PROJECT INFORMATION

Program/Project Name _____	
Total Cost of Project: _____	Total Amount Requested: _____
Contact Person: _____	Title: _____
Organization: _____	
Mailing Address: _____	
Phone: _____	Email: _____

LEGAL APPLICANT INFORMATION

Legal Name of Tax Exempt Organization: _____	Tax ID #: _____
Executive Officer: _____	
_____	Title: _____
Mailing Address: _____	
Phone: _____	Fax: _____
Email: _____	Website: _____

Applications must be postmarked or delivered by **November 30** or **May 31** or the first business day thereafter. If you have any questions, please contact the Humboldt Area Foundation at (707) 442-2993. Please submit your completed grant application to:

Humboldt Area Foundation, Attn: Sara Dronkers, 363 Indianola Road, Bayside, CA 95521

Program Officer: _____	<i>HAF Office Staff use only</i> Committee: _____	Fund ID _____
Review Date: _____	Action: _____	Profile # _____
Amount: _____	Batch # _____	Grant # _____
Program Area: <input type="checkbox"/> ANML <input type="checkbox"/> COMM <input type="checkbox"/> ARTS <input type="checkbox"/> ENV <input type="checkbox"/> HEAL <input type="checkbox"/> TA <input type="checkbox"/> YUTH		

