

THE JACKSON FOUNDATION

GRANT MAKING Guidelines

1. The Objectives of The Jackson Foundation (“the Foundation”)

Under the terms of the Articles of Incorporation and Bylaws of The Jackson Foundation, Inc., the Board of Trustees apply grant funds at their discretion.

“The Objectives for which the Foundation is established are to further education and other such general charitable purposes for the benefit of the public as the Trustees from time to time in their discretion think fit (“the Objectives”).”

The Trustees of The Jackson Foundation seek to support those activities for purposes which help further the Objectives of the Foundation.

2. Priorities for Support

2.1 Priority is given to established organizations that demonstrate a commitment to their communities by ensuring that their governing bodies include representatives from within the community and projects that directly benefit communities in need.

2.2 The number of projects which can be supported is, of necessity, limited to the amount of funds available for distribution in any year. The Trustees have determined that the priorities for funding will be:

- Local Community
- Educational Opportunities
- New Projects

The Foundation will normally not award an amount more than \$10,000.00 to an organization in a given fiscal year.

2.3 The priorities in this policy may be reviewed every year (or more often if deemed appropriate by the Trustees), and may be changed in accordance with the Trustees’ view of the most effective application of available funds at any point in time.

3. Principles

In awarding grants, the Trustees will apply the following principles:

- 3.1** Applications from Dickson, Hickman, Humphreys and Houston Counties will be accepted, but applications from Dickson County will be given preference.
- 3.2** All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees on their own merit. Although the Trustees will have regard to the outcome of the previous grant, any new application will in no way receive preferential or adverse consideration.
- 3.3** The Foundation will normally not support applications from large national charities or charities dedicated to issues deemed by the Trustees to be already well funded within the State of Tennessee or United States.
- 3.4** The Foundation will willingly work in partnership with other organizations to fund initiatives beyond the financial scope of a single organization.
- 3.5** The Foundation will normally not support applications awarding a grant to an individual.
- 3.6** Generally, grants will not be considered for:
 - Direct funding to individuals
 - Health or housing-related emergency assistance to individuals
 - Benefits, fund-raisers, walk-a-thons, telethons, galas, or other revenue-generating events
 - Advertising
 - Organizations that discriminate on the basis of race, gender, religion, culture, age, physical ability or disability, status as a military veteran or genetic information
 - Veterans' and fraternal organizations
 - Churches
 - Organizations providing services outside the United States
 - Political or lobbying organizations
 - Replacement of government funding
 - Organizations that re-grant funds
 - Schools (traditional public, charter, or private) and school-related fundraising entities that support larger educational institutions
 - Neighborhood organizing groups and resident-led associations

4. Exclusions

The Trustees will normally not approve the use of the Foundation's funds for:

- 4.1** Purposes for which the government has a statutory responsibility to provide services.

5. Grant Application Process

All applications for grants should be made to: The Jackson Foundation, 855 Highway 46 South, Dickson, Tennessee 37055 and clearly marked ATTENTION: Grant Application Dept. Grant Applications must be submitted by a paper application form (to be completed in conjunction with this policy) to the address above.

5.1 Information requirements before awarding a grant:

All applicants:

Before awarding a grant to an organization, the Trustees require that the application should:

- 5.1.1** Inform the Trustees of the purpose of the application, details of the project, the way in which the grant will be used and how it will be managed effectively for its intended purpose;
- 5.1.2** Inform the Trustees of the names of those who are to be involved with the project/work to be carried out and the identity of the person(s) who will be responsible for the administration of the grant;
- 5.1.3** Provide adequate information regarding the identity and financial status of the applicant;
- 5.1.4** Demonstrate that the recipient) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant but also in relation to any risk of injury arising by reason of the project or purposes for which the grant is awarded including injury to those participating in that project or those purposes; and
- 5.1.5** Sign the application form to state that the applicant undertakes to comply with the general terms and conditions including that the presentation of a check or acceptance of funds through bank transfer deems that the recipient has accepted these and any additional terms and conditions contained in a letter of grant between the Foundation and the grant recipient and agrees to be bound by them.

6. Assessment Process

- 6.1** All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants will be considered by the Trustees at their meetings, and the Trustees will write to all applicants informing them of the outcome of their application for funding within six months of the date of the application.
- 6.2** Applicants should note that, as with many other charitable trusts, The Jackson Foundation always receives far more applications than it has funds to support. Even if a project fits within the criteria and priorities of the Foundation and a detailed assessment has been made, the Foundation may still be unable to provide a grant.
- 6.3** The Trustees will not be obligated to provide an explanation to the applicant should their application be unsuccessful.

7. Award Process

- 7.1** The Foundation will accept Grant Applications during the two grant cycles per year. The first grant cycle will be from January 1 until June 30 and the second from July 1 through December 31. To be considered, applications must be received by January 31 and July 31 respectively. At the end of each grant cycle, all unfunded applications will be discarded. Organizations may file the same or similar applications for consideration for the next grant cycle.
- 7.2** All applications will receive an initial review for completeness. If not complete they will be returned to the Organization for correction. The Organization may return the corrected application at anytime during the fiscal year cycle. Once deemed complete, the application will be submitted to the Board of Trustees of The Jackson Foundation for their review. Applications will continue to be considered at each meeting of the Board of Trust during the grant review cycle.

The Finance Committee, during each grant cycle or grant making period, shall approve an amount to be available for grant making activities during the respective period. That amount shall be forwarded to the Chairman of the Activity Committee and shall be the limit of funds available for that period.

Once submitted, the grants shall be reviewed by the Activity Committee for funding consideration. Grant applications selected by the Activity Committee for funding shall be forwarded to the Board of Trustees for consideration. Once a grant application is approved by the Board of Trustees, the Grantee shall be notified and sign the grant agreement.

- 7.3** The Board of Trustees may consider grant application at anytime during the grant cycle. The Board of Trustees is not under any obligation to award grants during the fiscal year grant cycles.
- 7.4** If selected for funding the Organization will be notified of the award at the address listed on the application. All funds will be paid by bank draft or by wire transfer by lump sum. In order to receive the grant award the Organization must sign a letter of understanding, to include, but not limited to the following:
- Acknowledgement of receipt of funds.
 - Permission to permit release of information.
 - Indemnity clause holding The Jackson Foundation harmless for any injury or wrongdoing as a result of receiving the funds.
 - Statement of intent to use the funds as represented in the grant application.
 - Release of The Jackson Foundation for all liability and a covenant not to sue.

8. Monitoring and Publication

- 8.1** It is the policy of the Trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out and progress will be assessed against agreed targets and/or milestones.
- 8.2** Failure to submit reports at the time specified by the Trustees may also jeopardize the continuation of further support of the Foundation. In addition to reports detailing progress, grant recipients will be expected to provide:
- A statement of how their Foundation monies have been spent for the year.
 - Details (where appropriate) of any other funds applied to the same project.
- 8.3** Monitoring visits by representatives of the Foundation may be expected during the period of the grant.
- 8.4** Where the purpose of the grant is to fund research, then the Trustees may also stipulate how the results of such research should be published and how the Foundation's contributions should be acknowledged in any such publication.
- 8.5** The Trustees may require the grant recipient to publicize the Foundation in any of its publications relating to the project/work funded by the grant in the manner stipulated by the Trustees at the time of making the grant.
- 8.6** Support can only be provided to 501(c)(3) non-profit organizations.