



GRANT DISTRIBUTION AND FOLLOW-UP POLICY

Purpose: To provide financial support to eligible organizations that align with our mission and values, ensuring transparency, fairness, and accountability in the grant distribution process.

Grant Overview: Our organization awards one grant annually to qualifying organizations that demonstrate a clear need and provide sufficient documentation. This grant aims to support initiatives that create a meaningful and measurable impact in their respective communities or areas of operation.

Eligibility Requirements:

1. The applicant must be a registered organization with legal documentation to verify its status.
 2. The organization's mission and activities must align with our organization's goals and values.
 3. Applicants must submit a completed application along with all required documentation before the stated deadline.
 4. Organizations that have received a grant in the current calendar year are ineligible to apply until the next grant cycle.
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Required Documentation: To qualify for the grant, organizations must provide the following:

1. A completed application form.
 2. Proof of legal status (e.g., certificate of incorporation, tax-exempt status, or equivalent documentation).
 3. A detailed proposal outlining the purpose of the grant, intended use of funds, and expected outcomes.
 4. Financial statements for the previous fiscal year.
 5. A list of key personnel and/or board members.
 6. Any additional documents requested during the review process.
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Grant Application Process:

1. **Announcement of Grant Cycle:** The annual grant cycle will be announced on our website and via official communication channels.
 2. **Submission Deadline:** Applications must be submitted by the specified deadline. Late or incomplete applications will not be considered.
 3. **Review Process:**
 - Applications will be reviewed for completeness and eligibility.
 - Qualified applications will undergo a thorough evaluation based on merit, impact, and alignment with our mission.
 4. **Notification:** All applicants will be notified of the decision within the specified timeline. Successful applicants will receive detailed instructions on grant disbursement via email and Live Video call.
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Grant Limitations:

1. Each organization is limited to one grant per calendar year. Subsequent applications within the same year will not be considered.
 2. Organizations failing to provide a completed application or required documentation will automatically be disqualified.
 3. Funds must be used exclusively for the purposes outlined in the grant proposal. Misuse of funds may result in disqualification from future grants and/or legal action.
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Responsibilities of Grant Recipients:

1. Submit a report detailing the use of grant funds and the outcomes achieved within 90 days of receiving the grant.
 2. Maintain transparency and provide additional documentation if requested during the follow-up process within 14 days.
 3. Acknowledge our organization's support in any related publications, marketing materials, or events.
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This policy outlines the requirements and procedures for follow-up with recipients of annual grants issued by HMR Investments. The purpose of this policy is to ensure transparency, accountability, and proper use of funds as stipulated in the grant application process.

1. Proof of Use of Funding

1.1 Submission Deadline: Recipients must provide proof of the use of grant funds as specified in their submitted application no later than 90 days after receiving the grant.

1.2 Accepted Forms of Proof: Recipients must submit documentation that demonstrates adherence to the proposed use of funds. This may include but is not limited to:

- Detailed financial statements
- Receipts and invoices
- Photographs or videos of project progress
- Progress reports with measurable outcomes

1.3 Submission Method: All documentation must be submitted via the official channels outlined by HMR Investments, such as an online portal or email address provided upon grant approval.

2. Review and Acknowledgment

2.1 Review Process: HMR Investments will review submitted documentation to verify compliance with the terms outlined in the grant application.

2.2 Acknowledgment: Recipients will receive written acknowledgment within 14 business days of submitting proof of use, confirming whether the documentation meets the requirements.

3. Failure to Provide Proof of Use

3.1 Notification of Non-Compliance: If a recipient fails to submit the required proof of use by the 90-day deadline, they will receive a written notice and will have an additional 14 calendar days to provide the necessary documentation.

3.2 Grant Rescission: Failure to submit proof of use within the additional 14-day period will result in the rescission of the grant. HMR Investments reserves the right to:

- Request the return of disbursed funds
- Disqualify the recipient from applying for future grants

3.3 Appeal Process: Recipients may appeal a decision to rescind the grant within 10 business days of receiving notice of rescission. Appeals must include a detailed explanation and any

supporting evidence. Appeals will be reviewed on a case-by-case basis.

4. Reporting Misuse of Funds

4.1 Investigation: If evidence arises that grant funds were used for purposes other than those specified in the application, HMR Investments will investigate the matter thoroughly.

4.2 Consequences of Misuse: In cases of verified misuse, recipients may be required to:

- Return the full amount of the grant
- Face legal action, depending on the severity of misuse

5. Recordkeeping and Transparency

5.1 Documentation: All submitted proof of use and related correspondence will be retained for a minimum of five years.

5.2 Transparency: HMR Investments will publish an annual report summarizing grant allocations and the outcomes achieved by recipients, while respecting confidentiality agreements where applicable.

6. Policy Updates

HMR Investments reserves the right to update this policy at its discretion. Recipients will be informed of any changes to the policy prior to their implementation.

APPLICANTS THAT ARE APPROVED, HAVE A TOTAL OF 5 BUSINESS DAYS TO RESPOND TO HMR INVESTMENTS IN ORDER TO RETRIEVE THEIR AWARD. FAILURE TO RESPOND WILL PUT YOU AT THE BOTTOM OF THE LIST AND MAY POTENTIALLY FORFEIT YOUR AWARD! FUNDING IS LIMITED!

Non-Compliance: Failure to comply with the terms of this policy or misuse of funds will result in the organization being ineligible for future grants. Legal action may also be pursued if deemed necessary.

Policy Review: This policy will be reviewed annually to ensure it remains effective and aligned with the organization's mission.

*******UPON THE SIGNATURE OF YOUR SUBMITTED APPLICATION, YOU STATE THAT YOU HAVE READ AND AGREE TO THESE TERMS COMPLETELY AND WILL COMPLY WITHIN THE SPECIFIED TIMEFRAME AND COMPLY WITH FOLLOW-UP INSTRUCTIONS COMPLETELY.*******

Contact Information: No phone calls will be accepted. Only those approved for grants will be contacted Via Video online, phone and email.

- Email: hmrinvestments7@gmail.com
- Website: <https://www.hollihuntministries.com>