

HTR Foundation, Inc.
c/o Jeffrey P. McClanathan
150 Second Avenue North, Suite 600
St. Petersburg, Florida 33701
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HTR FOUNDATION GRANT GUIDELINES

The HTR Foundation was established in 1997 by A. Copeland Hill to preserve one of our Nation's great legacies, The Civil War. He felt that it was critical to our Nation's future that this incredible event, which took place on our soil, not be forgotten. We are dedicated to this legacy by supporting both educational and battlefield acquisition programs to facilitate protection of the historical, cultural and environmental heritage of these United States as it relates to the Civil War.

Applying for a Grant

The first step in applying to the Foundation is a short letter of inquiry. We review letters on a continuous basis, and they may be submitted at any time during the year. We try to acknowledge the receipt of all letters of inquiry. If you do not receive notification of receipt within one month of sending your letter, feel free to contact the Foundation.

All letters are first reviewed to determine if they fall within the Foundation's Program Guidelines. Those that do not are immediately declined. Letters that are within the guidelines are then reviewed to determine the following:

- the priority of the proposed activity within the Foundation's goals
- the impact of the potential results of the activities
- the availability of the Foundation's funds.

Your letter of inquiry will then be forwarded to The Civil War Trust (CWT) for review. Our arrangement with CWT allows for all grants submitted to the HTR Foundation from around the

Nation to be prioritized by that organization. The HTR Foundation board will then choose which of the prioritized submissions will be funded in that fiscal year.

Submitting a Letter of Inquiry

Letters of inquiry should be no more than three pages and should include the following:

- a brief statement of the issues to be addressed, the history and goals of your organization, and your organization's involvement with these issues
- a brief summary of the activities for which you are requesting support, including an outline of your objectives, and anticipated outcomes and implications
- the approximate starting date and duration of the proposed activities
- the total amount of funding needed, the amount requested from the Foundation, and information about other sources of support, both assured and requested.

Proposals

When a letter of inquiry reflects most closely the Foundation's program priorities, we will request a full proposal. Proposals should be submitted to the Foundation only upon request. Since the Foundation requests more proposals than it can fund, you should not interpret such a request as an indication of likely support. The Foundation accepts the common grant form of the National Network of Grantmakers.

Often we will request additional information in writing from the applicants. This request may come from CWT staff as they assist us with our prioritization process. We might also consult with persons knowledgeable about the proposed activities, and we welcome your suggestions as to who might be qualified to assist us in our review of your proposal. Finally, we try to meet with applicants either in Florida or at the project site.

Final decisions on proposals are made by the Foundation's Board of Directors, which meets three times a year, usually in winter, spring and fall. You will be informed of the Board's decision immediately following the Board meeting at which your proposal is discussed. If a grant is awarded, you will be asked to sign a Grant Agreement that lays out reporting and other requirements.

Meeting with Foundation Staff

The Foundation welcomes the opportunity to meet with possible grantees. We prefer, however, to postpone such meetings until after we have reviewed and prioritized your letter of inquiry, in order to determine if a meeting will be useful. If you are planning a trip to our city, send your letter of inquiry a few weeks before you plan to arrive and let us know that you are interested in meeting during your visit.

Eligibility

The Foundation makes grants only to tax-exempt organization with 501 © (3) classifications from the Internal Revenue Service.

Generally, the Foundation will not consider requests for endowments, capital construction, general fundraising, deficit financing, or loans and grants to individuals. The Foundation does not provide scholarship or fellowship support to individuals. In view of the national scope of our program, we do not ordinarily consider projects that are primarily of local interest. The Foundation does not make grants for research projects or give support to conferences, seminars, media events, or workshops unless they are part of a broader program.

Please send letters of inquiry to: HTR Foundation, c/o Jeffrey P. McClanathan, 150 Second Avenue North , Suite 600, St. Petersburg, Florida 33701.

For personal contact on Foundation activities other than letters of inquiry: Jeffrey P. McClanathan, 727-894-1040 or jeff@mbacpallc.com

If you have any questions about the Foundation's programs, please feel free to call us. Telephone inquiries about the Foundation's grant-making program or the status of letters of inquiry or proposals should be directed to: Jeffrey P. McClanathan, 727-894-1040 .