



HOOVER MEREDITH LEARNING COMMUNITY FOUNDATION

What is the Hoover-Meredith Learning Community Foundation (HMLCF)?

The HMLCF is an independent, non-profit organization that expands educational opportunities for students by building and distributing funds to Hillis Elementary, Monroe Elementary, Samuelson Elementary, Meredith Middle School, and Hoover High School. It is an all-volunteer organization working to improve the future of the approximately 3,300 students enrolled in these five schools. The Board of Directors includes the Principals from all five schools as well as other individuals who are interested in supporting our learning community.

How is the HMLCF funded?

Donations mostly come from private donors; however, the HMLCF also seeks funds from private foundations, national education foundations, and government grants.

Does the HMLCF have 501(c)3 tax-exempt status? Will I get a tax receipt?

Yes, the HMLCF is a 501(c)3 organization and will issue and send a tax receipt for all donations of at least \$25.00.

How can I donate to the HMLCF?

Checks may be made out to HMLC Foundation and mailed to PO Box 13033, Des Moines, IA 50310. Your donation may be designated as a memorial or in honor of an individual, group, business, or other organization by completing Sections 1 and 2 of the attached HMLCF Donor Form.

Your donation may be used in one of two ways:

Unrestricted Funds - These donations are made to the HMLCF with no designated purpose; the Board of Directors will allocate these funds in its discretion – they may be allocated to its programs, operating budget, specific projects, or other areas of need.

Donor Designated Funds - These donations are made for a particular purpose specified by the donor by completing the attached HMLCF Donor Form. Generally, Donor Designated Funds require an initial minimum donation of \$500. However, if a Donor Designated Fund already exists for a particular purpose (i.e. the \$500 minimum has already been established), or if the HMLCF has engaged in a specific fundraising project, any donation amount would be accepted. The initial donor for the particular purpose may have these funds awarded in their name, perhaps on an annual basis (e.g. the John Smith Meredith Athletic Grant, the Johnson Family Reading Grant, or the ABC Corporation Financial Education Grant). Note: There may be more than one Donor Designated Fund for any one purpose.



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Note: If you are interested in creating a Donor Designated Fund in an amount of less than \$500, please contact Todd Jacobus (todd.jacobus@gmail.com) or 515-240-0387) or Qynne Kelly (gynne.kelly@dmschools.org) or 515-242-7300)

What types of things can Donor Designated Funds be established for?

Donor Designated Funds may be set up for nearly any purpose related to the schools. They may be set up for specific schools, curriculum or areas of study, extracurricular activities, programs, events, materials, equipment, special projects, college scholarships, etc.

However, Donor Designated Funds cannot be set up for a specific teacher, classroom or student. The better solution for a donation of this type would be for the donor to donate directly to the specific school. Schools are tax-exempt facilities and donors typically don't need a foundation involved to get a tax deduction. Of course, you should contact your tax professional for more specific information.

What programs does the HMLCF currently support from Unrestricted Funds?

The HMLCF's primary program is the Mini-Grant Program which currently awards sums of up to \$500 to educators and other interested persons within our community that have a passion to spark student interest in all areas of education. This program was developed to fund educational programs, materials, services and events that are not part of the schools' budgets. To date the HMLCF has granted over 25 Mini-Grants, including the purchase of books for classroom libraries, literacy and math materials, English Language Learning (ELL) materials, and a leadership workshop.

What is the primary way the HMLCF distributes funds to the five schools within our learning community?

Currently, funds are primarily distributed by the HMLCF through the HMLCF Grant Program. Each year, educators, clubs, students and other interested individuals are notified of the types of grant funds available, including the Mini-Grant Program and all Donor Designated Funds. Grants are applied for and awarded as follows:

Fall Semester: Grant applications are received by October 1, and awards are determined by November 1.

Spring Semester: Grant applications are received by April 1, and awards are determined by May 1.

The HMLCF Board of Directors reviews all applications and awards grants to applicants based



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upon a comprehensive scoring system.

What are Special Purpose Funds (SPF)?

Special Purpose Funds are monies held temporarily by the HMLCF for school-related organizations within our learning community (e.g., Band Boosters, Post Prom, Hillis PTO). These organizations may need or want to deposit their funds with the HMLCF for various

Who do I contact with additional questions regarding the HMLCF?

Please contact Todd Jacobus (todd.jacobus@gmail.com or 515-240-0387) or Qynne Kelly (qynne.kelly@dmschools.org) or 515-242-7300)