



Grant Application

Grant applications can be submitted throughout the year and are reviewed by the Selection Committee as they are received. Due to limited resources, grants and donations will be allocated solely as determined to be in the Foundation's best judgment. Applicants will be informed of the Committee's decision by email. It is our policy not to provide an explanation for grants not selected by the committee.

Section I:

Organization Name: _____

Address: _____

Website: _____

Phone: _____

E-Mail Address: _____

Executive Director: _____

Contact Person: _____

Grant Writer: _____

Year Organization Established: _____

Section II:

Please state your organization's mission and brief history:

Describe the program or project for which funds are being requested:

What are the goals of your project?

How do you plan to achieve those goals?

Describe the target audience for your proposed project, including eligibility requirements:

Has this project been done before? If yes, has it been a success?

What is your project's timeline?

Describe your desired outcomes:

How will your program make a difference in the lives of its participants?

The Foundation funds organizations that demonstrate competency and effectiveness. If your organization is selected, quarterly reports will be expected throughout the funding period. A blank copy of these reports can be downloaded from our website, www.hancockfamilyfoundation.org.

Proposed funding period: from: _____ to _____

Grant Amount Requested: \$ _____

Total Program/Project Budget: \$ _____

Total Organizational Budget: \$ _____

List of Funding Resources other than the Hancock Family Foundation (include amount of funding):

Will this program/project occur if funding from the Hancock Family Foundation is not received?

Yes _____ No _____

Please explain:

Section III:

Attachments:

Please include the following items with your grant application. You may be asked to provide additional materials as requested by the committee during the process.

- a) List of key staff
- b) Copy of current 501(c)(3) non-profit, tax exempt IRS determination letter
- c) Organization's operational budget (previous year and current budget)
- d) Itemized expense budget for program or project to be funded, including all other sources of income; if program existed last year, include last year's program budget with sources of income
- e) Budget for the funding amount requested
- f) Most recent audited financial statement

Official Signature

Date

The above-signed has verified the information and represents that he/she has the authority to approve/submit this application. If the Foundation learns that any part of a selected grant is not being used to further the purposes of the grant, the Selection Committee will take all reasonable and appropriate steps to recover the grant funds and/or ensure restoration of the diverted funds to the purposes of the grant.

**Please email this form and other supporting documents to:
grants@hancockfamilyfoundation.org**