

THE Allen Hilles FUND

Please attach this sheet to the front of your application

Name of Organization: _____

Project Name, if applicable: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____ Web Address: _____

Name and Title of Contact Person: _____

Name of Executive Director: _____

Federal Tax ID number: _____ Year the organization was founded: _____

Mission of the Organization: _____

Geographic area served by the program/project: _____

Amount requested: \$ _____

Date and Amount of previous Hilles Fund grant, if any: _____

Type of grant you are requesting: General Operating Project

Project Dates: Beginning _____ End _____

Summarize the purpose of the grant: _____

Organization's Annual Budget: \$ _____ Project Budget, if applicable: \$ _____

Major Funding Sources with amounts: _____

Submitted by: Name: _____ Title: _____

Date: _____

To be complete, your application must include the following information about your organization and the activities for which you are applying for support.

Please submit 2 copies.

Description of your organization

- 1. Mission
- 2. Services provided
- 3. Leadership, including officers, directors and Board members
- 4. Organization budget, including anticipated sources of income

Description of the activities for which you are seeking funding

(If your request is for operating support, please substitute “organization” for the word “project” in your description.)

- 5. Geographic area served by the project.
- 6. Name and purpose of the project. Total project budget; amount requested; amount still needed.
- 7. Who will benefit from the project, including number of people served? How will the project help those served? What do you expect to be its outcomes?
- 8. Describe how the project will operate. Include hours, days and months of operation, full- and part-time staff and their qualifications. If volunteers are used, describe how they are recruited and trained.
- 9. Who will be in charge of the project? What are their qualifications?
- 10. How and when will you measure the success or outcomes of this project?
- 11. How does this project meet the priorities of The Allen Hilles Fund – social justice, advocacy and systemic change?
- 12. Detailed budget. Expenses should include line items, with amounts for staff (number of full-time and part-time staff and the amount of their time devoted to the project), materials, supplies and other costs. Income should include other funding available or anticipated.

Attachments:

- Cover Sheet (page 1)
- 1 copy of the IRS “determination letter” demonstrating your tax-exempt status
- Your most recent annual Financial Statement (audited if available)