

# 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.*

**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
- 5. Organization background and history (if a first time applicant)

**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.)*

- 6. Geographic area served by the project.
- 7. Name and purpose of the project. Total project budget; amount requested; amount still needed.
- 8. 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?
- 9. 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.
- 10. Who will be in charge of the project? What are their qualifications?
- 11. How and when will you measure the success or outcomes of this project?
- 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
- Leadership, including officers, directors and Board members
- Organization budget, including anticipated sources of income
- Your most recent annual Financial Statement (audited if available)
- Program budget, if applicable