

Please review these guidelines before submitting your completed proposal.

General:

- Grant applications must be submitted electronically. The documents listed above **must** be compiled into a **SINGLE PDF file** in the order listed below. The audited financial statement must be sent as a separate PDF file.
- The Grant Application Cover with the required signature may be scanned and included with the single PDF file.
- All documents must be received by 4pm on the stated deadline date.
- Include a header on every page with organization/agency and contact person's name
- Use 10 - 12pt font with standard margins and proper spacing for ease of reading
- Do not include marketing materials, photos, or digital materials.
- Do not mail or hand-deliver additional copies of the grant application packet.

Assembly and Attachments:

- Letter from Board Chair or Designee supporting the request
- Grant Application Cover
- Proposal Narrative
- Statistical Worksheet
- List of Board of Directors with affiliations
- List of Key Employees with titles
- 501(c)(3) Verification
- Financial Documents:
 - Current year annual budget
 - YTD Profit and Loss Report
 - Profit and Loss for most recent Fiscal-Year End
 - Balance Sheet for recent Fiscal-Year End
 - Proposal Year Budget
 - Request Budget

Please include as a separate PDF file:

- Audited financial statement for most recently completed fiscal year
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Proposal Narrative Instructions:

The Proposal Narrative should provide a complete, succinct description of your request.

1. Input your text directly onto the Proposal Narrative form or organize your Word document by the section and lettered topics to ensure you include the requested information.
2. Limit the proposal narrative (Sections I through IV) to FIVE (5) pages.

Section I:

Organizational Information

- A. Project Name: If applicable. If there is no specific project, note: n/a
- B. Organization's History: Briefly describe how long your organization has been operational, provide relevant historical information which would assist reviewers in understanding your mission. Include milestones, recent recognition, or awards. Limit to one paragraph.

- C. Organizational Overview: Briefly describe your organization's mission and services.
- D. Organizational Structure: Explain your governance structure. Describe the role of your board of directors and frequency of meetings as it relates to your program; # of paid staff executing program; use and #of volunteers, and community partners.

Section II:

Proposal Information

Type of Request: Select A or B, not both, and provide information requested:

- A. General operating support: provide information about your organization's overall purpose, operating needs, and strategic plans.
- B. Specific program or project: describe the program/project; note if this is a one-time project, a new project, or an ongoing program.

Section III:

Proposal Details: The following **content tips** are provided as a guide for the required topics (A-E).

- A. Specify Amount of Request: Provide a specific dollar amount requested.
- B. Reason for Request: What is the issue you plan to address and why? What data supports the need? Use this section to address one or more of the following, if applicable:
 - a. How you intend to expand access to end-of-life care in our community, what you determine to be the barriers, and how your approach will create impact.
 - b. Innovative approaches to service that may be unique to our county and/or that you are piloting based on best practices in other regions of the country.
 - c. How to improve family satisfaction and timeliness of services, metrics, and indicators, as well as improvements to existing protocols.
 - d. How your program demonstrates high degree of collaboration with similar service providers without duplication.
- C. Specific Activities: Describe the type and frequency of specific service you provide that are being funded by this grant. Include information on direct patient care or client services utilizing varied professional disciplines and indicate the % of overall services that are provided by unpaid volunteers.
- D. Objectives and Goals: Identify the measurable goals and objectives that will facilitate your success. Consider models such as SMART goals: Specific, Measurable, Attainable, Realistic, Time-Bound. You'll be asked to report your progress on these goals in your mid-year and final reports.
- E. Evaluation: What metrics and outcomes will you track to determine your level of success? Describe industry standards from which you self-evaluate impact and patient satisfaction.
- F. Other: Use this section to provide any additional information that you feel would be relevant to this grant request that is not covered in the sections above or share a brief client story that best describes the impact of your work.

Section IV:

- A. Outreach: Describe how your organization directly educates the community and/or professionals on end-of-life care or hospice services. Indicate source of referrals.
- B. Funding: If you manage several different programs, provide a breakdown of how much of your request is allocated to which programs. Indicate what funding you have received from other sources or foundations, and/or from whom you are submitting proposals.
- C. Sustainability and economic challenges: Use this section to describe fund development strategies to ensure sustainability of your programs as well as factors which may present

fiscal challenges and/or obstacles to your program. Describe any unusual or special circumstances that would help provide further justification of the amount of funding you are requesting.

Financial Information:

Please provide the following financial reports as separate attachments. You may provide explanations of financial issues in the narrative in Section IV:

- Current year operating budget
- YTD Profit and Loss Report
- Profit and Loss for most recent Fiscal Year End
- Balance Sheet for recent Fiscal-Year End
- Proposal Year Budget - *Draft format acceptable**
- Request budget. Specify how the requested funds will be used, specifically if your organization manages several programs under its end-of-life services umbrella.
- Audited financial statement for most recently completed fiscal year (*attach as separate file*)

*Provide a budget that reflects the grant year for which funding is requested. If your projected budget is not yet fully board-approved based on the timing of your agency's budgeting process, please note in your narrative the timing for board approval. If your final budget significantly differs from your projected budget, please send Hospice Giving Foundation the revised, board-approved budget when finalized.

HGF Statistical Worksheet:

Follow the directions on tab 2 of the excel workbook titled HGF Statistical Worksheet. Definitions of regions are provided for consistency in reporting. Use the same form for your initial proposal, the mid-year report, and the final report.