

General:

- Grant applications must be submitted electronically. Except the audit, all other documents listed above **must** be compiled into a **SINGLE PDF file** in the order listed below
- The audit or financial review must be included as a separate PDF.
- 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 of Support** from Board Chair or Designee supporting the request – OR -
 - **Letter of Commitment:** For Foundations requesting funds for institutions (hospitals, universities) HG Foundation requires a 'Letter of Commitment' signed by the hospital leadership **and** the medical director of the program for which funds are requested. The Letter of Commitment will affirm and commit that the funds requested will be spent within the grant period, on the specified activities named in the grant, and that this request is in alignment with the clinical needs/goals to ensure the best possible care for those with serious illness and through end of life.
- 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 board approved annual budget
 - Current YTD Budget v Actual Report
 - Profit and Loss for most recent Fiscal-Year End
 - Balance Sheet for recent Fiscal-Year End
 - Grant Request Budget
- Funding Year Budgets: Submit a board approved funding year budget. If the board approval process has not yet taken place, submit an estimated budget for the funding year associated with the request. Note the date the board approved budget will be available. If the board approved budget is materially different than the estimated funding year budget please forward the revised budget to HG Foundation.

Audit Report: Please include as a separate PDF file:

- Audited financial statement for most recently completed fiscal year
- Organizations with an operating budget of less than \$900,000 may submit a Financial Review* if an audit is not yet part of your organization's oversight protocols. If the agency already does an audit, please submit that report.

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:

- A. Organization's Mission and Governance Structure: Briefly describe how long your organization has been operational, the role of your board, # of paid staff executing program; use and #of volunteers, and community partners. Provide relevant information to assist reviewers in understanding your mission. Limit to one paragraph.

Section II:

- A. Project Name: If applicable. If there is no specific project, note: n/a
- B. Specify Amount of Request: Provide a specific dollar amount requested.

Type of Request: Select A or B, **not both**:

- a. General operating support: For your organization's overall purpose, operating needs, and strategic agenda.
- b. Specific program or project: For a specific program/project. Give project or program name and identify if this is a one-time project, a new project, or an ongoing program.

Section III:

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

- A. Reason for Request: What services/patient/family needs do you plan to address and why? What data supports the need? How will funds be used; this should tie with your grant request budget. If applicable, address one or more of the following:
 - a. Expanding access/reducing barriers to end-of-life care in our community
 - b. Innovative approaches to enhancing services (may be unique to our county and/or a pilot based on best practices in other regions of the country).
 - c. How to improve family satisfaction, support, and timeliness of services
 - d. How your program demonstrates collaboration with similar providers without duplication.
- B. 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.
- C. Objectives and Goals: Identify the measurable goals and objectives that will facilitate your success. You'll be asked to report your progress on these goals in your mid-year and final reports.
- D. Evaluation: What industry standards, metrics, and outcomes will you track to determine your success?
- E. Other: Use this section to provide any additional information not otherwise 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.
- B. Financial Narrative: (one paragraph) Indicate what funding you have received from other sources or foundations, and/or from whom you are submitting proposals. If applicable, provide explanation of anticipated material variance in funding year annual budget vs current budget. Provide date board approved funding year budget will be submitted, if not included with current packet.

- 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.
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HG Foundation Statistical Worksheet:

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

Project /Program Budget:

All requests must include a detailed budget justifying how grant funds are intended to be expensed. If a line item is not included on the template, you may edit it to reflect your expense line items associated with this grant. Include a budget v actual report for both interim and final reports.

Reports: Previously funded agencies must be current with grant reports. Due dates: Jan 30 & July 31.

Submit via email to Jennifer Balducci, Director of Administration: jbalducci@hospicegiving.org