

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:

- Cover Letter from Board Chair or Senior Executive
- Grant Application Cover
- Proposal Narrative
- Statistical Worksheet
- List of Board of Directors & Key Employees with titles
- 501(c)(3) Verification
- Financial Documents:
 - Current full year budget v actual (to date most recent reconciled month)
 - 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:

- Audits are required for agencies with an operating budget of greater than \$900,000
 - 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.
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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 document by the specific sections to ensure you include the requested information. New applicants may use the LOI form and expand as needed to address funding and budget specifics
2. Limit the proposal narrative (Sections I through IV) to THREE (3) pages.

Section I:

Organizational Information

- 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:

Proposal Information

- 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 as a guide for the required topics (A-E).

- A. Justification of Need: 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. 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.
b. How your program collaborates with similar service providers without duplication.
B. Primary Activities: Include information about service delivery and timeline.
C. Objectives and Goals: Identify the measurable goals and objectives that will facilitate your success.
D. Target Population: Specify the people this will serve
E. Evaluation: Describe industry standards/metrics from which you self-evaluate impact and patient satisfaction and success.

Section IV:

- A. Financial Narrative: (one paragraph) Indicate what funding you have received from other sources for this same project, as applicable. **Only if needed for clarification**, provide a narrative description of funding request. 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 in current packet.
B. Sustainability: Use this section to describe strategies towards sustainability of your programs; address fiscal challenges as appropriate. 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 full year budget v actual to date
 - Profit and Loss for most recent Fiscal-Year End
 - Balance Sheet for recent Fiscal-Year End
 - Grant Request Budget
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HGF 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