

General:

- Grant applications must be submitted through an online process. The form can be accessed at <https://form.jotform.com/233515078711151>
- **All required documents must be uploaded to the application. The submission must be completed by 5 pm on the stated deadline date – May 1.**

Required Attachments:

The online submission form includes specific file upload spaces for the following documents.

Organizational Documents

- ☐ Letter of Support signed by the 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/or** 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.
- ☐ List of Board of Directors with affiliations and city of residence
- ☐ List of Key Employees with titles
- ☐ 501(c)(3) Tax Determination letter

Financial Documents:

- ☐ Current board-approved annual budget and, if needed, board-approved funding year 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 (template available here)

Hospice Giving Foundation awards have a grant term of July 1 – June 30. If your organization has a different fiscal year, a board-approved funding-year budget is requested. If your budget is not yet approved, you may submit an estimated budget, noting the date approval is expected. **Please submit a revised budget if the approved budget is materially different from your submission.*

Audit Report: Please include as a PDF file:

- ☐ Audited financial statement for most recently completed fiscal year OR
- ☐ Organizations with an operating budget of less than \$900,000 may submit a Financial Review. If the agency has already done an audit, please submit that report. *Note: Audit firms often provide files that are password protected. Please remove the requirement before submitting audits or financial reviews.*

Online Submission Process

- The Grant Application can be accessed here: <https://form.jotform.com/233515078711151>
- From this site, you may print a copy of the application for reference and can print a copy of your submission. Although the form allows you to save your work, we recommend drafting the text in a word document prior to entering the information.

- Links to the application, these instructions, a pdf copy of the application, and the budget form can be found on our website at <https://hospicegiving.org/grant-seekers/#GrantSeekers> under Submission Guidelines and Forms: Approved Applicants.
- Many of the questions are required. While word counts are generous, please be brief and clear.

Structure of the Application

- Section 1: Organizational Information
- Section 2: Request Basics
- Section 3: Case for Support
- Section 4: Organizational Financial Overview
- Section 5: Statistical Information

This section replaces the *Hospice Giving Foundation Statistical Worksheet* required in past years.

Note: We have added an income-limit question to provide socio-economic context for people you serve. The levels are based on the *2023 State Income Limits Briefing Materials on California Code of Regulations, Title 25, Section 6932* published June 6, 2023, by the Department of Housing and Community Development. Levels are updated yearly for each county, using data from the American Community Survey of the Census Bureau. For more information, visit:

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/income-limits-2023.pdf>

- Section 6: Required Attachments

A note about Final Reports:

- Final reports are due on May 1, the same day as the application deadline. Report forms can be accessed here: <https://form.jotform.com/232435046269154>,
- ***If you have not yet submitted your report, please do so prior to submitting your application.***
- The functionality of the Application and Final Report forms is the same. Although the form allows you to save your work, we recommend drafting the text in a word document prior to entering the information.
- Links to the report form, these instructions, and a pdf copy of the form can be found on our website at <https://hospicegiving.org/grant-seekers/#GrantSeekers> under Grant Report requirements.

For assistance, please reach out via email to Jennifer Balducci (jbalducci@hospicegiving.org) or Siobhan Greene (sgreene@hospicegiving.org) OR by phone at 831-333-9023