

Grant Application and Submission Guidelines

The E.W. Hallett Charitable Trust requires submission of the following information from all potential grantees:

1. The **Grant Application Cover Sheet** which may be downloaded and completed at your convenience.
2. **Cover letter** that introduces your organization and proposal and makes the link between your proposal and the mission of the E.W. Hallett Trust.
3. A **narrative** describing your request which should include the following as applicable:

A. Organization Information

- (a) Brief summary of organization history.
- (b) Brief summary of organization mission and goals.
- (c) Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments.
- (d) Your organization's relationship with other organizations working with similar missions.
What is your organization's role relative to these organizations?
- (e) Number of board members, full-time paid staff, part-time paid staff and volunteers.

B. Purpose of Grant

- (a) General operating proposals: Information that can be included
 1. The opportunity, challenges, issues or need currently facing your organization.
 2. Overall goal(s) of the organization for the funding period.
 3. Objectives or ways in which you will meet the goal(s).
 4. Activities and who will carry out these activities.
 5. Time frame in which this will take place.
 6. Long-term funding strategies.
 7. Additional information regarding general operating proposals required by each individual funder.
- (b) All other proposal types: Information that can be included
 1. Situation:
 - i. The opportunity, challenges, issues or need and the community that your proposal addresses.
 - ii. How that focus was determined and who was involved in that decision-making process.
 2. Activities
 - i. Overall goal(s) regarding the situation described above.
 - ii. Objectives or ways in which you will meet the goal(s).
 - iii. Specific activities for which you seek funding.
 - iv. Who will carry out those activities.
 - v. Time frame in which this will take place.
 - vi. How the proposed activities will benefit the community in which they will occur.
 - vii. Long-term funding strategies (if applicable) for sustaining this effort.

C. Evaluation

- (a)** Please describe your criteria for success. What do you want to happen as a result of your activities?
You may find it helpful to describe both immediate and long-term effects.
- (b)** How will you measure these changes?
- (c)** Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
- (d)** What will you do with your evaluation results?

D. Attachments (as applicable)

(a) Finances

- 1.** Most recent financial statements, audited if available, showing actual expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses. Organization budget for current year, including income and expenses.
- (b)** Project Budget, including income and expenses (if not a general operating proposal).
 - (c)** Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.
 - (d)** List of board members and their affiliations.
 - (e)** Brief description of key staff, including qualifications relevant to the specific request.
 - (f)** A copy of your current IRS determination letter (or your fiscal agent's) indicating tax exempt 501(c)(3) status.