



The Hallett Charitable Trusts

Jessie F. Hallett Trust & E.W. Hallett Trust

Grant Application and Submission Guidelines (revised 2025)

The E.W. Hallett Charitable Trust requires submission of the information below. Please note that this largely follows the Minnesota Common Grant Application. The Minnesota Common Grant Application may be used in place of these guidelines if preferred.

1. The **Grant Application Cover Sheet [template](#)**, which may be downloaded, completed, and submitted along with the narrative and application attachments. (We no longer require a separate cover letter as well.)

2. A **Narrative** describing your request, which should include the following as applicable:

A. Request Summary (Please write a concise response. Most people write about 2–3 sentences.)

B. Organization Information (Please share the most important information about your organization. Most people write about 3–5 paragraphs or about 2,000 characters.) Relevant information could include:

- Your organization's mission statement and/or vision
- A brief organizational history
- Current programs and recent accomplishments or achievements.
- Recent major changes to financial and/or organizational circumstances (if applicable)
- Current organizational goals

C. About Your Community (Please share the most important information about the community where, or with whom, you do your work. Most people write about 3–5 paragraphs or about 2,000 characters.) Relevant information could include:

- The community opportunity, challenge, issue, or need that your organization works to address
- Information about the people you serve such as geographic area (as specific as possible), socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and/pr language
- Details about how you work with other organizations, coalitions, or networks
- Details about how you listen to/involve constituents, community members, and/or volunteers

D. About Your Impact (Please share the most important information about your impact; what success looks like, how you track or evaluate your impact, and how you know you're moving toward your goals. Most people write about 3–5 paragraphs or about 2,000 characters.)

E. About This Funding Request (Please share the most important information. Most people write about 3 – 5 paragraphs or about 2,000 characters.). Choose one type of grant below. You need not restate information already answered above.

(a) If you are applying for a **program / project grant**, relevant information includes:

1. Situation or issue
2. What you plan to do (activities) and the timeframe
3. Why you plan to do it (opportunity, challenge, issue or need)
4. Who will be impacted (target population or community)
5. Support secured and/or being sought for this work (e.g., funders, in-kind donations, volunteers, sponsors/partners, or other)
6. Project budget

(b) If you are applying for **general operating funds**, relevant information includes:

1. Overall goal(s) of the organization for the funding period

2. Objectives, strategies, or ways in which you will meet the goal(s)
3. Time frame in which this will take place
4. Long-term funding and/or sustainability strategies
5. Other information as relevant

(c) If you are applying for another type of grant (such as **matching funds, capital funds, etc.**), relevant information could include the situation and background, who is involved and how, expected timeline, fundraising goal and methods, secured or potential funding sources, bids/estimates, renderings, etc.

3. Attachments

- I. **Board list with affiliations**
- II. **Organizational fiscal year operating budget** (income and expenses) for the current year (any format will be accepted); budget should document how many FTE, if any, are included in any salary/benefits expenses.
- III. **Audit or financial review** from most recently completed year showing actual income and expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses.