

THE HAWLEY FOUNDATION FOR CHILDREN

P.O. BOX 1017 · SARATOGA SPRINGS · NY 12866

2010 COMMON COVER SHEET FOR ALL APPLICATIONS

DEADLINE: MAY 15

(MUST BE TYPED OR COMPUTER REPRODUCED)

ORGANIZATION NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

CONTACT PERSON _____ TITLE _____

PHONE NUMBER _____ E-MAIL _____

PURPOSE OF AGENCY _____

SPECIFIC USE OF FUNDS REQUESTED _____

NUMBER OF CHILDREN SERVED RESIDING IN SARATOGA COUNTY _____

HAS THIS AGENCY RECEIVED FUNDS FROM THE HAWLEY FOUNDATION FOR CHILDREN IN THE PAST?

YES _____ NO _____ IF YES, IN WHICH YEAR(S)? _____

THIS APPLICATION MUST BE ACCOMPANIED BY:

COPY OF AGENCY IRS TAX-EXEMPTION LETTER. RECENT FINANCIAL STATEMENTS (INCLUDING BREAK-DOWN OF CURRENT INCOME SOURCES BY PERCENTAGE). ANNUAL OPERATING BUDGET PLANS FOR FUTURE FUNDING (INCLUDING GRANTS, FUNDRAISING, AND COLLECTION OF FEES FOR SERVICES), PROJECT BUDGET, LIST OF CURRENT BOARD OF DIRECTORS, COPY OF MOST RECENT TAX RETURNS, AND REQUIRED NUMBER OF COPIES (see page 2)

APPLICATIONS FOR MAJOR GRANTS(OVER \$10,000) MUST ALSO COMPLETE PAGE 2 (on back).

The Hawley Foundation is an equal opportunity provider.

For more information, please contact:

Mary Clare Crandall

527-6091 or mfitzpatrick6@nycap.rr.com

www.hawleyfoundation.org

AGENCIES REQUESTING A MAJOR GRANT (OVER \$10,000) MUST PROPOSE A SPECIFIC PROJECT.

THE APPLICANT MUST PROVIDE A NARRATIVE THAT ADDRESSES THE FOLLOWING:

BACKGROUND OF THE AGENCY AND PROGRAMS CURRENTLY OPERATED.

QUALIFICATION OF KEY PERSONNEL

DESCRIPTION OF OTHER AGENCIES WITH WHICH THE APPLICANT HAS A WORKING RELATIONSHIP

DESCRIPTION OF THE PROGRAM TO INCLUDE:

- PROGRAM BUDGET
- PROGRAM DESIGN
- PROGRAM GOAL, OBJECTIVES, ACTIVITIES
- USE OF VOLUNTEERS
- PROGRAM EVALUATION WHICH WILL MEASURE OUTCOMES AND EFFECTIVENESS OF THE PROGRAM
- PLANS FOR FUTURE FUNDING, INCLUDING GRANTS, FUND RAISING, COLLECTION OF FEES FOR SERVICES
- DOCUMENTATION OF PROGRAM'S NON-DUPLICATION OF SERVICES

SUPPORTING DOCUMENTATION

ENCLOSURES REQUESTED ON PAGE 1 COVER SHEET.

PROJECT BUDGET WITH A LISTING OF ALL SOURCES OF INCOME, ACTUAL AND PROSPECTIVE, WITH THE AMOUNTS.

EXAMPLES (NO MORE THAN 3) OR RECENT ARTICLES ABOUT, OR EVALUATIONS OF, YOUR ORGANIZATION.

ALL APPLICANTS PLEASE NOTE: AN ORIGINAL AND FOUR (4) COPIES OF ALL APPLICATIONS, INCLUDING SUPPORTING DOCUMENTATION, MUST BE SUBMITTED. FAILURE TO SUBMIT THE REQUIRED NUMBER OF COPIES WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.