

Giving Circle of HOPE Grant Application

Must be postmarked or received by September 1 of each year

GENERAL INFORMATION

The grant application must include the following information:

- Name of organization
- Contact person and title
- Mailing address, telephone and fax numbers, email and website addresses
- Tax exempt status and incorporation date
- If affiliated or applying with another tax-exempt organization, please provide name, address, phone and fax numbers, and email and website addresses of that organization
- Statement summarizing the purpose and activity of the organization including how your organization's work relates to the work of other organizations in the same field or geographic area (not to exceed 200 words)
- As applicable, a statement describing the relationship of your organization with the Giving Circle of HOPE, providing status of a current grant

PROJECT INFORMATION (Not to exceed 1000 words)

Please provide the following information about the project that needs to be funded:

- Summary of the purpose of the proposed project or program including target population
- Objectives of the project and expected outcomes
- Project/program timeline and/or the time period the grant will cover
- The amount requested and the total budget for the project
- Staffing provisions and qualifications, personnel budget if applicable
- List of all other organizations and /or government agencies from which the organization intends to seek funds for this project. Include name and amount requested, if applicable
- How the project's progress will be measured
- Whether the proposed project is relying on a novel strategy or on best practices to accomplish its objectives

GRANT APPLICATION ATTACHMENTS

Please attach the following information:

- Copy of your organization's annual audit or IRS Form-990 pages 1-6
- Current year organizational budget, including complete personnel budget and both revenues and expenses
- Project budget for the year the grant is being requested, including both revenues and expenses
- Copy of your organization's annual report or last two years' financial reports

- IRS determination letter confirming the organization's 501(c)(3) tax-exempt status
- Dated signature of a board officer and the executive director stating approval of the request
- Copy of most recent Giving Circle of HOPE Post-grant Evaluation
- List of members of the governing board and their professional affiliations

EVALUATION

All grantees will be expected to submit a written one-page report within 45 days of the conclusion of their grant period. Guidelines for this report will be included with your grant award. Your organization will not be eligible to receive another grant until this evaluation is received.

SUBMITTING THE APPLICATION

Grant applications must be postmarked or received by close of business September 1 to be considered for the following grant cycle. **Please confirm that your organization meets the Giving Circle of Hope grant guidelines before submitting a grant application.**

Please send one hard copy of the application to:

*Giving Circle of Hope
P.O. Box 8832
Reston, VA 20195*

*Please send an electronic copy of the application to:
givingcircle@hotmail.com*