

# HAMILTON FAMILY FOUNDATION



## Grant Application

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Budget: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Date 501(c)(3) \_\_\_\_\_

Project Title: \_\_\_\_\_ Project Start Date: \_\_\_\_\_

Project Budget: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Please Check Request Type:  General Support  Project Support  
 Capital Support  Other (Please Describe) \_\_\_\_\_

Is this a new program for your organization?  Yes  No

Total Agency Budget: \$ \_\_\_\_\_

For Entire Organization: Fund Raising Costs: \$ \_\_\_\_\_ Percentage: \_\_\_\_\_ %  
Administrative Costs: \$ \_\_\_\_\_ Percentage: \_\_\_\_\_ %  
Date Fiscal Year Begins: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Principal sources of support: % United Way: \_\_\_\_\_ % Government Contracts: \_\_\_\_\_  
% Foundations: \_\_\_\_\_ % Corporations: \_\_\_\_\_  
% Earned Income: \_\_\_\_\_ % Individual Contributions: \_\_\_\_\_  
% Memberships: \_\_\_\_\_ % Tuition/ Event:s \_\_\_\_\_

Previous Funding from the Hamilton Family Foundation?  Yes  No \_\_\_\_\_

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**Please answer the following questions on a separate sheet:**  
(Limit answers to one paragraph each)

1. What is the purpose of your request? Describe the project.
2. Why is this program unique? Why is it needed?
3. What population and geographical area(s) will be served?  
How many children or youth will be served directly by this program?
4. Summarize the organization's history, mission and goals.
5. List any other organizations in the area with a purpose similar to yours and describe collaboration, if appropriate.
6. Describe what changes will occur as a result of your program.
7. Describe your plans for sustaining the program.
8. What is the status of any fundraising efforts and list other sources of funds available?
9. What will happen to this program if you are unable to secure the necessary funds?
10. Please list other foundations and funders who have supported this program over the past two years.  
Please include amounts and multi-year grants.

**Please include these items with your application:**

- Cover Letter addressed to Nancy Wingo, Executive Director
- List of Board of Directors
- Organization and project budgets;
- Two-year comparative financial statements
- Copy of 501(c) (3) tax-exempt letter

### **GUIDELINES**

The Hamilton Family Foundation is a small private family foundation that provides financial support primarily in the area of education - particularly literacy-based, educational projects in underserved Philadelphia area schools. Grants focus on the city of Philadelphia and the surrounding four counties of Chester, Camden, Montgomery, and Delaware. The Foundation considers applications for pre-school through high school enrichment projects, as well as academically based after-school, arts and culture, and summer programming. The Foundation was established by Mr. and Mrs. Samuel M. V. Hamilton and their children to improve the lives of Philadelphia area children and youth and was incorporated in 1992.

The Foundation supports both capital and operational expenses from organizations that have been certified as tax exempt under sections 501 (c) (3) and 509 (a) (1), (2) or (3) of the Internal Revenue Code. Proposals for endowments and bricks and mortar expenses cannot be considered. On occasion, organizations may be invited to submit a proposal by a foundation director. The Board will consider a grant request from an organization only once during a 12-month period. The HFF Board of Directors reviews qualified applications at least semi-annually.

Complete the enclosed grant application form and mail to Nancy Wingo at the address below.

**Note:** Please do not use any staples or put the proposal into a binder.