

2017 Hoffberger Foundation Grant Application

Hoffberger Family Philanthropies

REQUEST

Project Name*

Character Limit: 100

Amount Requested*

Character Limit: 20

Program Area*

Program Area of Request

Choices

Health

Youth

PROPOSAL NARRATIVE

This application consists of three basic sections: a proposal narrative; questions which provide us with an executive summary of your proposal; attachment of financial documents. The proposal narrative is your opportunity to provide an in-depth description of your project and organization, while summary questions provide a concise snapshot. We encourage you to save time by using content from the narrative to complete the summary questions.

To make your document easier to read, please maintain appropriate spacing between paragraphs and refrain from using small font sizes and narrow margins.

Proposal Narrative*

[Review the Proposal Narrative Guidelines](#). The upload may not exceed 7 pages. If you are submitting a proposal for prescription medicine, be sure to note additional questions which should be addressed in the narrative.

File Size Limit: 2 MB

ORGANIZATION SUMMARY

Organization Background: Mission, History, Overview*

Provide your mission statement, a brief history of the organization including the year it was founded, and a synopsis of the scope of your organization's services and activities.

Character Limit: 1000

Number of People Served by your Organization*

Character Limit: 10

Total Paid Staff*

Provide the total number of paid staff (full and part time) for your organization in the current year.

Character Limit: 25

Part Time Staff*

Indicate how many of your staff are employed part time.

Character Limit: 10

Professional Staff*

Attach a list of your organization's professional staff.

File Size Limit: 1 MB

Board Members*

Attach a list of board members with their affiliations.

File Size Limit: 1 MB

PROJECT SUMMARY

Project Summary*

Briefly describe the project for which funding is sought. Be sure to specify the frequency and duration of the project, including the start and end dates (e.g., "The project will take place September 1 through May 31, meeting for two hours four times a week for 35 weeks."). *Note that applications must be for project activities that begin after June 15.*

Character Limit: 1000

Number of People to be Served by the Project in this Grant Request*

Character Limit: 10

Geographic Area to be Served by your Project*

Provide names of the neighborhoods served by your project. (e.g. Citywide, Baltimore City: Sandtown-Winchester, Baltimore County: Randallstown, etc.)

Character Limit: 1000

Bios of Key Project Personnel*

Attach bios of key personnel involved in the project.

File Size Limit: 1 MB

GOAL & OUTCOMES

Worksheet

This [worksheet](#) is a tool for you to develop your project goal, objectives and outcomes. The second tab of the worksheet includes helpful definitions and examples. You may cut and paste information from the worksheet to complete the questions below.

You are not required to upload your completed worksheet, as it is intended to support you in developing your proposal. However, you are welcome to do so if you wish. If you choose to upload your worksheet, you must still fill out the following questions completely.

File Size Limit: 1 MB

Provide a concise list of the project's main goal, objectives, activities and outcomes with specific measurements you will use to assess success and change over time. **These objectives and outcomes will be used to report on the project during the middle and at the end of the grant period.** You may list a maximum of three objectives.

Goal

What is the primary goal of your project?

Character Limit: 500

Objective 1

Character Limit: 500

Activities, Outcomes & Measurements for Objective 1

Character Limit: 2000

Objective 2

Character Limit: 500

Activities, Outcomes & Measurements for Objective 2

Character Limit: 2000

Objective 3

Character Limit: 500

Activities, Outcomes & Measurements for Objective 3

Character Limit: 2000

What challenges do you anticipate?

Character Limit: 1500

FINANCES

Fiscal Agent*

If applicable, provide the name of your organization's fiscal agent. If this does not apply, write "n/a".

Character Limit: 50

Organization Operating Budgets--3 Years*

Attach summary operating budgets for the most recently completed, current, and next fiscal year. The budgets should include both income and expense and fit on one page, with columns for each year. If your budget for the next fiscal year has not yet been approved, you must still provide an estimate and indicate when it will be approved. Any line items which are not self-explanatory must be explained. Annotations may be on a second attached page.

File Size Limit: 1 MB

Organization Funding Sources*

Attach a list of the major current and projected funders with contribution amounts for the current fiscal year.

File Size Limit: 1 MB

Project Budget*

Attach an income and expense budget for the project. If your project budget is the same as your organization budget, please indicate this in the text box. Any line items which are not self-explanatory must be explained. Annotations may be on a second attached page.

Character Limit: 100 | File Size Limit: 1 MB

Project Funding Sources*

Attach a complete list of your project's current and projected funding sources with amounts. If this information is exactly the same as the organization funding sources list, indicate this in the text box.

Character Limit: 100 | File Size Limit: 1 MB

Audited Financial Report*

Attach a copy of the most recent financial audit report. *An audit is a proposal requirement. If your organization has not conducted a recent financial audit, your proposal is not eligible for review.*

If your file exceeds the maximum file size, contact Ann Billingsley (abillingsley@hoffberger.org) to request further instructions and indicate in the text box the instructions received.

Character Limit: 100 | File Size Limit: 5 MB

APPLICATION CONTACT

Who is the primary contact for this grant request?

Full Name*

Character Limit: 30

Title*

Character Limit: 75

Organization Name*

Character Limit: 75

Email Address*

Character Limit: 50

Phone Number*

Character Limit: 20