

## **Guidelines for Harbor Hospice Foundation Grant Applications**

This describes the purpose of the Harbor Hospice Foundation's grant making program, eligibility criteria, and the procedures to follow in submitting your proposal. Please review these guidelines carefully and submit your proposal in the requested format.

### **The Grant Program**

Harbor Hospice Foundation is dedicated to improving the quality of life for terminally ill patients by providing services that fall outside the scope of healthcare needs, assisting bereaved family members and providing education about hospice benefits. We fund projects that:

- Provide financial assistance to bereaved families with every day needs such as utility bills and rent.
- Provide for incidentals that can cause financial stress to terminally ill patients such as wheelchair repair, space heaters during the winter, and air conditioner window units during the summer.
- Provide financial assistance with funeral costs and cremation services to help the bereaved family members.
- Education programs that teach individuals and/or groups about the qualifications, benefits, and dignity of hospice care at the end of life

### **Request for Proposals**

Harbor Hospice Foundation invites proposals, under an annual competitive Request for Proposal (RFP) process and awards grants to strengthen the capacity of local non-profits that might interact with terminally ill individuals and their families.

### **Eligible Requests**

We support projects that directly impact individuals with terminal illnesses and their families. We do not make grants to individuals, religious institutions, governmental agencies, or for capital building projects, lobbying, or religious purposes.

Applicant organizations must meet the following criteria:

- Nonprofit corporation of with proof of 501(c)(3) tax-exempt status;
- A minimum of five years of operating in our service area
- Strong board involvement and competent leadership
- Proven track record of relationships fostered with other organizations and constituencies in the community

Grant requests are limited to a maximum of \$5,000. This RFP is for one-time, short term (one year maximum) projects.

### **The Grant Review Process**

#### **Application Procedures**

Please submit an application containing all of the items specified below, including all requested attachments to our offices located at 3406 College Dr. Beaumont, TX 77701. Applicants may use the Common Application Form (CAF), but must include all of our required application contents.

We will contact you if we have questions or require additional information. We will acknowledge your application within one week of receipt. If we are interested in funding your proposal, we will contact you to discuss your application within 30 days.

#### Application Contents

Your application must include:

- 1) Cover letter, on your stationery, signed by your director
- 2) Executive Summary
- 3) Narrative (no more than 5 pages) that includes:
  - a. Project description
    - i. Brief statement of problem to be addressed
    - ii. Goals and objectives
    - iii. Target population
    - iv. Project activities
    - v. Key staff (with attached resumes)
  - b. Plan for measuring project results
  - c. Project Budget (expenses and income)
  - d. Organizational Background (mission, major activities, and credentials for carrying out project)
  - e. Conclusion (brief statement of long-term project plan)
  - f. Appendices (Attachments)
    - i. Certificate of Incorporation and By-Laws
    - ii. Verification of tax-exempt status (IRS Determination Letter)
    - iii. List of officer and Board of Directors
    - iv. Staff Biographies and Key Staff Resumes
    - v. Organization Operating Budget
    - vi. Latest Financial statement (audited preferred)
    - vii. List of other current funding sources and uses
    - viii. Current Annual Report (if available)
    - ix. Support letters or endorsements (limited to a maximum of 2)