

# Grant Application/Report

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## *A. V. Hunter Trust – Grants to Organizations*

### *Organization Information*

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#### **Application Notification\***

All communication related to applications and funding will be sent to you via email from this email address: A. V. Hunter Trust - Grants to Organizations administrator@grantinterface.com To ensure that you receive this communication, please add this email address to your email contact list, and make sure that it is not blocked by your firewalls or spam filters. Please also whitelist the @avhuntertrust.org domain in your email as well.

#### **Choices**

I have added administrator@grantinterface.com to my email contact list

#### **Mailing Address Confirmation\***

To ensure that any funding award checks are sent to the correct location, please verify that the correct mailing address is listed in the Contact Info section at the top of this page. If you need to update this, you can click the pencil icon in that section to make any changes necessary.

#### **Choices**

The mailing address listed in the Contact Info section at the top of this page is correct.

#### **Amount of Grant Request\***

*Character Limit: 20*

#### **Year Founded\***

*Character Limit: 4*

- Please answer each of the following questions as they relate to your **last completed fiscal year**.
- Please include commas in all number formats. Example: 1,400,000.

#### **Mission Statement\***

*Character Limit: 1000*

#### **Geographic Area Served\***

*Character Limit: 1000*

#### **Number of Full-time Employees\***

*Character Limit: 4*

**Number of Part-time Employees\****Character Limit: 4***Number of Volunteers\****Character Limit: 4***Governance****Board Oversight\***

Do the organization bylaws and policies describe the involvement of the Board in the financial oversight and direction of your agency?

**Choices**

Yes

No

**How often does your board of directors meet?\****Character Limit: 1000***Are board terms limited?\*****Choices**

Yes

No

**Board Terms**

If board terms are limited, describe terms and how many total years a board member is allowed to serve.

*Character Limit: 2000***Independent Board Members\***

How many independent voting members are on the board?

(Independent board members defined as not paid by the organization, not related to other board members, and not related to other paid employees.)

*Character Limit: 250***Optional**

Provide any additional information related to your board.

*Character Limit: 2000***Board List\***

**Attachment - Please attach a one-page list of the current board of directors for your organization including the following information:**

1. Name
2. Board Position

3. Start and End Date of Current Term (Please ensure that no board terms have expired)
4. Professional Affiliations (If board members are retired, please list previous experience and professional affiliations)

*File Size Limit: 1 MB*

## *Narrative*

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### **Total number of unduplicated individuals served.\***

Please provide the total number of **unduplicated** individuals served during your most recently completed fiscal year.

Each individual should be counted once, even if they participated in multiple programs or had multiple interactions with the organization.

*Character Limit: 35*

### **Is this number served:\***

#### **Choices**

Duplicated

Unduplicated

### **Please provide a description of what this number represents.\***

*Character Limit: 2000*

### **Current Programs\***

Provide a brief description of all the organization's current programs and how often each program is offered.

*Character Limit: 5500*

### **Program Fees\***

Do any of your programs or services have fees? If so, please provide the fee structure for each one.

*Character Limit: 2500*

### **Program Impact\***

For each program listed above, include target population and numbers served during your last completed fiscal year.

*Character Limit: 3000*

### **Evaluation\***

Describe how you evaluate impact.

*Character Limit: 3500*

**Collaboration\***

Give a brief description of up to three of the organization's most significant collaborative efforts.

*Character Limit: 3500*

**Volunteers\***

Describe how the organization involves volunteers within a typical fiscal year.

*Character Limit: 3500*

**Success and Challenges\***

Describe the significant successes and challenges the organization has experienced in recent years and your efforts to address them.

*Character Limit: 3500*

**Strategic Plan\***

Does the organization have a strategic plan?

**Choices**

Yes

No

**Goals/Planning\***

List the current goals and describe the focus of any current planning efforts.

*Character Limit: 4500*

**Personal Interest Story\***

Help paint a picture of just how impactful your programs are and demonstrate the true benefit of your work. You may:

- Relate a few short stories
- Transcribe notes from clients, family members, volunteers, etc.
- Include quotes from surveys, etc.
- Share anecdotes

We only ask that you be specific, not generic. For instance:

**Specific:** For many years we have been dealing with our son's physical and emotional challenges. Then a business associate suggested that we check into the ABC Therapeutic Riding Center. What an incredible place! After just two months of weekly visits, our son was speaking more, walking longer distances, and acting out less. Each week he seems to make more progress in both the physical and behavioral realms -- things we never dreamed possible! He looks forward to each visit because he absolutely loves his horse and therapist at ABC. We can't

thank you enough!

**Generic:** One parent wrote, "ABC organization is great and your staff treated us so well. Thank you!"

*Character Limit: 2000*

### Personal Interest Story Photos or Video

If you have online photos or a video about personal interest stories within your organization, you may include the link here.

*Character Limit: 2000*

### Optional

If there is additional information that is vital to convey in this proposal, do so here.

*Character Limit: 3500*

## Attachments

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### IRS Form 990 / 990 EZ / 990 N (e-Postcard)\*

Please attach your most recently completed IRS form along with any explanation of special circumstances. *If you are attaching a 990 EZ or if you file a 990 N, please provide the breakdown of your expenses between Program, Administration, and Fundraising.*

*Character Limit: 2500 / File Size Limit: 8 MB*

### Audit / Review / Compilation (if conducted)

Please attach your most recently completed audit, review or compilation along with any explanation of special circumstances.

*Character Limit: 2500 / File Size Limit: 6 MB*

### In-house Financials - Income Statement\*

Please attach your Income Statement (Statement of Financial Activities) for the last completed fiscal year.

*File Size Limit: 2 MB*

### In-house Financials - Balance Sheet\*

Please attach your Balance Sheet (Statement of Financial Position) for the last completed fiscal year.

*File Size Limit: 2 MB*

### Budget for current year\*

*File Size Limit: 2 MB*

## Major Contributors\*

Please use the Major Contributors template to list major contributors for the past two years. Attach the completed form as an Excel file. *Include any grants from the A. V. Hunter Trust.*

*File Size Limit: 1 MB*

## In-Kind Contributions\*

Please attach a one-page list of significant in-kind donations received by the organization. Include the type of support received (examples: food, rent, volunteer hours, professional services, other donated goods), the estimated value, and the source of the donation.

*File Size Limit: 1 MB*

## Key Staff\*

Please attach a one-page list of key staff members in the organization including their respective roles, qualifications, and length of service.

*File Size Limit: 1 MB*

## Annual Report

Include a link or upload your annual report here if you have one.

*Character Limit: 1000 / File Size Limit: 1 MB*

## Financial Questions

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### Significant Changes to Funding\*

Please describe any **significant** increases or reductions to funding that have occurred or that you anticipate will occur in the next two years. List each of the donors separately with an explanation for each one. If there are no changes, please type "n/a".

*Character Limit: 3500*

### Reductions in Funding

If

you anticipate significant reductions in funding or if major sources are uncertain, please provide more details and describe the steps being taking to mitigate the reductions.

*Character Limit: 2500*

### Other Significant Changes\*

Please describe any **significant** changes in your organization that have occurred in the last year, or that you anticipate in the next two years. This could be capital campaigns, changes in leadership, changes in programming, etc. If there are no changes, please type "n/a".

*Character Limit: 2500*

## *Previous Funding from the A. V. Hunter Trust*

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**Have you received grant funding from the A.V. Hunter Trust in the past two years?\***

**Choices**

Yes

No

## *Grant Report*

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Please complete this Grant Report form if you have received a grant from the A. V. Hunter Trust in the past two years. Regardless of when funding was received, your grant report should reflect a full 12 month period. All fields are required!

**Please define the period covered by this grant report.\***

For example: "7/1/2020 through 6/30/2021" or "1/1/2020 through 12/31/2020."

*Character Limit: 250*

**Progress and Results\***

Last year, your organization provided a list of goals in the Goals/Planning section. Describe the progress made toward these stated goals.

*Character Limit: 3500*

**Lessons Learned\***

Describe what the organization learned based upon the results, successes, and challenges reported. Address programmatic, evaluative, or organizational changes that will be made based upon these lessons.

*Character Limit: 3500*

**Changes to Tax Exempt Status\***

Have there been any changes to your organization's federal tax exempt status since you were awarded this grant? If yes, please explain in the "Significant Changes" section above.

**Choices**

Yes

No

## *Electronic Signature*

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### **Electronic Signature\***

By typing my name below, I certify that the information contained in this application is true and correct to the best of my knowledge.

*Character Limit: 250*