



## Huddart Family Foundation Grant Request Form

GRANT REQUEST FORMS DUE BY APRIL 15

Thank you for looking for our support. Please complete the form below to start your application. The more information you can provide, the easier it will be to assess your application. If you have any questions or need help completing this form, please call Aaron Huddart at 503-874-1805.

**Step 1:** Name of charity \_\_\_\_\_

When was your charity founded \_\_\_\_\_ Please provide a list of your current board members.

**Step 2:** Contact person and his/her position in your organization \_\_\_\_\_

Address \_\_\_\_\_

Best contact number \_\_\_\_\_

Email address \_\_\_\_\_

Website/social media \_\_\_\_\_

**Step 3:** Please attach these documents when you send in your request

- Profit and loss statement and current balance sheet
- If we have supported you in the past, please attach a progress report
- Other fundraisers your group is planning including dates, total attendance, amounts raised, etc.
- Any pictures or testimonies you wish to share with us

**Step 4: ONLY FOR NEW ORGANIZATIONS REQUESTING GRANTS**

- Mission statement and description of the organization
- Copy of your 501(c)(3)

**Step 5:** Your financial request from Huddart Family Foundation (HFF)

Project description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar amount requesting: \_\_\_\_\_

Please attach the budget for this project: \_\_\_\_\_

**Step 6:** Send this information to your contact person on the HFF Board and to the following:

**Huddart Family Foundation**

109 S First St - Silverton, OR 97381

[AaronL@HuddartFamily.com](mailto:AaronL@HuddartFamily.com) or call 503-874-1805

Please feel free to attach any documents as opposed to writing on this document if you prefer.

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Processing your request could take up to three weeks after our annual meeting. Our next meeting will be in early May. We will make every effort to move this process along ASAP. Thank You!

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**For HFF office use only**

**DATE HFF received this request:** \_\_\_\_\_

HFF Board member who is their contact person: \_\_\_\_\_

Are all steps completed? \_\_\_\_\_

Any additional information needed? \_\_\_\_\_

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