



Huddart Family Foundation

Grant Request Form

GRANT REQUEST FORMS MUST BE RECEIVED BY MARCH 1

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 and contact information of Board President/Chair (for backup contact). Include Executive Director if you have one.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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
- A copy of your 501(c)(3) IRS determination letter

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

Project description: _____

Dollar amount requesting: _____

Please explain/itemize what these potential grant funds would be paying for:

*Our definition of "matching funds," (if awarded them) is as follows: 1:1 matching dollar for dollar for any NEW donors or any NEW money above and beyond regular donations by any current supporter.

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
Grants@HuddartFamily.com or call 503-874-1805

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

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

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? _____
