

Hamilton Company Charitable Foundation

39 Brighton Avenue

Boston, MA 02134

(617) 782-3400

Application Procedures

The Foundation will consider proposals from Section 501 (c) 3 organizations that are certified by the IRS to be public charities and defined by 509 (a) of the Internal Revenue Code. The Foundation does not assume any obligation for permanent support of any activity. It does, however, consider grants for more than one year when the goals of the project may require additional time and further support.

Preliminary Application

Applicants should complete and submit the foundation's Preliminary Application for Funding if the grant request does not exceed \$5,000.

Full Proposal

However, a Full Proposal shall be requested only if the grant application exceeds \$5,000. Also, both Preliminary and Full Applications shall be required for grant applications exceeding \$5,000.

Applicants Financials

- A. If the project is new, indicate specific uses for the requested funds.
- B. The last two years of financial statements of the organization.
- C. A list of other sources of income to the project.
- D. A copy of the most recent tax return (Form 990 or other).
- E. A list of members of the Board of Directors, including their affiliations and occupations.
- F. A copy of the letter of tax exemption issued by the IRS.

Narrative

Please restrict your information to no more than five pages.

- A. A definition of the number and characteristics of the clients of the project.
- B. A **concise** description of the project which includes the performance targets. If possible, specify the key features of the program and its comparative advantages over other programs with the same objectives.
- C. Identify the critical milestones which must be achieved to reach results and the time frame in which you expect these milestones to be achieved.
- D. Profile those individuals who will have the most responsibility for the delivery of the program, connected it to clients and achieving performance targets. Focus on their energy, capacity, and commitment.
- E. Provide specific evidence of the support, in terms of resources, and time and priorities which the implementing agency will contribute to the project and which are critical for success.
- F. Describe how you will verify the extent to which your performance targets have been achieved.

The Foundation will accept applications by Email or regular USPS.