



Our mission is to promote the health, welfare, and education of children in Saratoga County

AWARD APPLICATION

MUST BE TYPED OR COMPUTER REPRODUCED

Date: _____

CONTACT INFORMATION:

Full Legal Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Organization website: _____

Organization President/Executive Director: _____

Title: _____

Phone #: _____ Email address: _____

Contact person (If different): _____

Title: _____

Phone #: _____ Email address: _____

PROPOSAL REQUEST

Program/Project Name: _____

Total Program Budget: _____

Requested Amount: _____

Percent of Total Budget: _____

Short description of the SPECIFIC use for requested funds: (please do not describe the mission of your organization)

Program/Project period dates: _____

Is this a multiyear program: Yes ____ No ____

Geographic area to be served: _____

Number of children in Saratoga County to be served by this request: _____

Please indicate how your request fits within the Hawley Foundation's strategic interests:

Most recent awards received from the Hawley Foundation:

Amount(1): _____ Date(1): _____

Amount(2): _____ Date(2): _____

Amount(3): _____ Date(3): _____

Please list other money sources contacted for this year: _____

ORGANIZATION INFORMATION

501 (c)(3): Yes ____ No ____

Mission Statement of Organization: _____

Total No. of Board Members: _____ Total No. of Staff: _____ Total No. of Volunteers: _____

Total Organization Budget: _____

Fiscal Year: From: _____ To: _____

Brief Description of Organization: _____

Population served (include ages of children): _____

PROPOSAL DOCUMENTATION

Please attach the following documents to the application as they relate to this proposal:

1. Full Proposal Narrative
2. Proposal Summary
3. Copy of Agency IRS tax-exemption letter or copy of 501 (c) (3) form
4. Recent financial statement (including breakdown of current income sources by percentage)
5. Annual operating budget
6. Most recent tax return

Please send the original and 6 (six) copies of the Application, the Full Proposal Narrative and the Proposal Summary to the address below. We only require one copy of items 3-6 listed above.

**The Hawley Foundation for Children
P.O. Box 1017
Saratoga Springs, NY 12866**

- **All applications must be received by MARCH 1st of the current year.**
- **Award and Denial Notifications will be sent by APRIL 1ST.**
- **Award Checks will be presented in person at a Hawley Foundation Event scheduled for May 20th (Details to be included in award letter)**

For more information, please email the Hawley Foundation at info@hawleyfoundation.org.