



# Hille Foundation Application Tip Sheet

## BEFORE YOU BEGIN

- Sign up for your Hille Foundation account
- Refer to or print this tip sheet

## FILLING OUT THE APPLICATION

- Be specific...only you can tell us what you are requesting.
- When we ask for the "Specific Request: Request Title," we don't mean what type of funds (programming/general operating), we mean specifically for what are you asking?

**Be specific; thorough, & concise.**  
**And don't forget... SAVE YOUR WORK.**

## GENERAL TIPS

- What is your mission?
- What is the overall reason for your request? What are you hoping to accomplish?
- What community need are you addressing or hoping to address?
- If you are applying for **general operating** support:
  - Who works for you, how many hours, what do they do?
  - How do you earn your revenue and how does that relate to your mission? Do you receive government grants, foundation support, what?
  - How do your expenses explain your mission? You are spending your money to accomplish what?
- If you are applying for **programming** support:
  - How many clients/participants do you have/serve?
  - How much does it cost you to serve each client/participant?
  - What is the basic schedule of the program? How often do you meet? For how long? How many days a week/hours a day?
  - What makes your program different or stand out from other similar programs?
- If you are applying for **capital campaign** support:
  - What is the overall goal of your campaign? For what purpose? How much have you already raised and who has given it to you? Has your board contributed?
  - Are you in the silent or public phase of the campaign? When are you hoping to finish fundraising?
  - Who are the professionals helping you? Owner's rep? Architect? Construction Company?

## PROJECTED OUTCOMES/GOALS/RESULTS

- What would success look like and how are you going to show it?

**Contact us if you have any questions. We are here to help.**