



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 what EXACTLY are you asking us for?

***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 over 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?
 - What phase of the campaign are you in? Silent? Public? 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!