

Guide for Submitting a Grant Application

Determine if your organization is eligible

In order to be considered for funding, an organization must be designated as a nonprofit, tax exempt “charitable organization” (without private foundation status) and conduct programs within our focus areas and in our geographic funding area. The applicant should also be current on all reports due to the Foundation for any previous grants.

Submit a grant proposal and the necessary attachments

Complete the **Harden Foundation Grant Application** and include the necessary attachments. Please submit only **one** copy of the complete grant application package.

You may download the Harden Foundation Grant Application form our website, www.hardenfoundation.org or call our office to obtain the forms at 831-442-3005. Supporting materials submitted as part of your grant application cannot be returned. Please do **not** submit any materials for which you do not have a copy. Please do **not** submit your proposal in a binder or folder.

Applications may be mailed, dropped off, or sent via e-mail to the Foundation’s office. Faxed applications are **not** accepted. E-mail applications can be sent either as a Word document or scanned PDF document to: grants@hardenfoundation.org. For applications submitted by e-mail in Word format, a copy of the signed Grant Application Form (page 7 of the Harden Foundation Grant Application) should be mailed to the Foundation.

- Send one complete copy of your grant application.
- Use standard typeface no smaller than 11 points 1” margins.
- Use 8.5 x 11” white paper only with 1” margins
- Print your application single-sided.
- Do not bind your application or put application in a presentation binder.
- Clip the application together with a single clip. Do not staple any portion of the application.

Responsibility of Grant Recipients

If a grant application is approved for funding, a Grant Agreement outlining the terms and conditions of the grant will be sent to grantee. The Grant Agreement must be signed by an authorized management official of the organization and returned to the Harden Foundation. All funds awarded must be used for the specific purpose outlined in the Grant Agreement and any requests for a revision

of use of funds must be submitted in writing to the Harden Foundation and request must be approved.

The Harden Foundation requires that organizations submit a completed Grantee Report for any grants previously awarded by the Foundation before a new grant application will be considered for funding. Grantee Reports are due within one year of the grant's award date. The Harden Foundation Grantee Report form is available on our website at: www.hardenfoundation.org.