



## HYDE FAMILY FOUNDATIONS

### HOW TO APPLY

We are pleased to now be accepting applications for funding electronically through our website. We will continue to accept paper applications during a transition period, but we intend to phase this out completely by the end of 2010. We do, however, expect that users will prefer the ease and simplicity of the on-line application system.

Before seeking support, please be sure to thoroughly review the Foundations' program interests and grant criteria. After reviewing this information, applicants may submit applications electronically or may submit a paper application via mail.

If submitting an application electronically, please go to our website at [www.hydefoundation.org](http://www.hydefoundation.org) and click on "Apply for a grant" in the upper right corner.

If submitting a paper application, applicants should submit a coversheet, concept letter, and required attachments. The cover sheet is available on our website and should be accompanied by the following:

#### **Concept Letter**

The concept letter should be three pages or less – not including the cover sheet application and attachments – and contain the following:

- Brief description of the applicant organization that includes mission and purpose
- A summary of services provided by your organization
- The need for your proposed project
- The population that will be served by your proposed efforts
- The goals and objectives of your project
- How the funds requested from the Hyde Family Foundations will be used
- Timeline for the project
- Explanation of how this project corresponds with the Foundations' program interests

In addition, the following materials should be attached:

- Overall project budget that includes amounts requested from and committed by other funders
- Copy of your organization's current annual budget
- Current list of your organization's Board of Directors
- Most recent audited financial statements (if required by law)
  - If not attaching your most recent audited financial statements, please forward a document explaining the reason for its omission

*Applications for projects involving Memphis City Schools MUST include a letter of support from Superintendent Cash.*

**PLEASE BE SURE TO INCLUDE THE ABOVE-LISTED ITEMS IN YOUR CONCEPT LETTER OR WE WILL BE UNABLE TO REVIEW YOUR APPLICATION.**

Please submit one copy of the coversheet application and concept letter. The cover sheet application must be signed by the organization's Executive Director and Board Chairperson.

## IMPORTANT DATES TO REMEMBER

<b>grant cycle</b>	<b>concept letter due</b>	<b>decisions communicated</b>
<b>spring</b>	Feb 1	by June 1
<b>fall</b>	July 15	by Dec 1