The Alexander & Marjorie Hover Foundation
Granting Procedure Document
Letter of Inquiry deadline – July 1st
Full Application deadline – August 1st

Greetings,
We have created this procedure document to help explain our granting process.

Our mission is to continue the founders Alexander and Marjorie Hover's generosity in supporting Education, Arts, Science, Public Broadcasting, and other beneficial social and community causes.

In compliance with the New York Attorney General's Office, and the United States IRS laws, we cannot grant funds directly to an individual. The funds must be paid to an active 501(c)(3) organization.

We do work with organizations that use a non-profit sponsor if no fees are pulled from the grant. We DO NOT grant funds to 501(c)(3) Private Foundations.

Grant Procedure Overview:
We have a PO Box but prefer emailing us at info@hoverfoundation.org. It saves us trips to the PO Box and scanning printed documents and sharing among our Grant Evaluation Committee and Board.

Letter of Inquiry (LOI) Submission:
Submit your Letter of Inquiry (LOI) by July 1st by emailing it to info@hoverfoundation.org. See Step 1 for details which are required for new and returning organizations. We do not accept LOI's after July 1st. Organizations typically start sending in LOI's in April.

If your organization requires a non-profit sponsor, we require you to send us their non-profit #. We also need a letter that states they would be your organization's sponsor and would not require a service fee for being the sponsor.

Full Application (if LOI accepted):
Should your Letter of Inquiry be accepted, you will receive an acceptance email asking for the full application to be submitted by August 1st of the current year. We do not accept Full Applications after August 1st.

Applications are reviewed at the October Board Meeting. Checks and Letters are sent out after that meeting:
The Hover Foundation does the final review of applications each year at our October Board Meeting. Letter and checks for approved grants are mailed in the days following that meeting. If your request is declined, we'll email you. Your request could be asking for funds this calendar year or next year. Please specify when the funds are needed on the LOI and Grant Request form. If your request is for multiple projects, explain each project and the funds needed for them..

Page limit restrictions for the Grant Request form DO NOT apply. However, we prefer *quality* of required information over *quantity* of paper. Also, we prefer email submission/correspondence instead of hard copy via mail.

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Required Annual Feedback (if funds granted):
In compliance with the New York Attorney General's Office, and the United States IRS laws, each organization is required to provide timely <u>confirmation of receipt</u> and <u>feedback</u> for the use of the awarded funds. We request this confirmation of receipt prior to January 31st. If the recipient organization does not provide the legally required receipt and feedback, future grant requests will not be considered.

Send all correspondence to **info@hoverfoundation.org** with a subject line titled "Grant Request – [Enter your Organization Name]".

If your organization works with a sponsoring non-profit, they must also submit the Annual Feedback Form.

<u>NOTE: The Alexander & Marjorie Hover Foundation can only distribute funds to 501(c)(3) organizations and not to individuals. We are not accepting grant request from 501(c)(3) Private Foundations.</u>

Our granting process is divided into four steps.
STEP 1: Send us your Letter of Inquiry (LOI) by July 1st

  a. Submit your Letter of Inquiry <u>electronically</u> to **info@hoverfoundation.org**. Please send with subject line title "Grant Request – [Enter your Organization Name]".
  b. Inquiries should be on your organization's letterhead and signed by your appropriate officer.
  c. Provide your active 501(c)(3) number and state of origin.
      a. If your requires a Non-Profit Sponsor, please provide their Organization Name, Contact Info, their 501(c)(3) number. Please provide a letter from them acknowledging they will sponsor your organization and not charge a fee to do so.
  d. Summarize your funding request in no more than two pages. Include the objectives, the significance of the proposed program, and the major activities planned.
  e. State the amount requested and the date when funds are needed.
  f. You will be contacted via email by the Foundation after July 1st to indicate approval/decline of your Letter of Inquiry. If accepted, please submit a full application (details in Step 2) <u>electronically</u> to **info@hoverfoundation.org** by **August 1st**. Full applications are reviewed and approved / declined at the October Board meeting.

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What should be in your Letter of Inquiry (LOI):

- Tell us about your organization, your mission, and where you are located.
- Do you have a 501(c)(3) number or have a non-profit sponsor? If yes, what is the sponsor's 501(c)(3) number, organization name, and contact?
- Who should we contact? (name, email, mailing address)
- Who will benefit from this project? What is the community impact?
- How much are you requesting?
- What is the overall project cost?
- How much are you requesting from Hover Foundation?
- Do you have other funding sources?
- When do you need the requested funds?
- How did you hear about Hover Foundation?
- Do you work with other organizations that we support?

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NOTE: Please wait for confirmation of Letter of Inquiry acceptance before sending the following information.

STEP 2: Please submit a Full Application

Date: _____

1. CONTACT INFO:

NAME_____   TITLE_____

PHONE_____

EMAIL 1 (to receive correspondence) _____

EMAIL 2 (if applicable) _____

 RELATIONSHIP TO ORGANIZATION_____

2. ORGANIZATION INFO:

NAME_____   **501(c)(3)**_____

PHONE_____   EMAIL_____

ADDRESS_____

WEBSITE_____

3. Sponsor's ORGANIZATION INFO (If Applicable?):

NAME_____   **501(c)(3)**_____

PHONE_____   EMAIL_____

ADDRESS_____

WEBSITE_____

4. PROJECT NAME_____

5. PROJECT SUMMARY_____

_____

_____

_____

_____

6. AMOUNT REQUESTED_____

7. **DATE OF PROJECT FUNDING NEED**_____

8. **PLEASE INITIAL EACH BOX IN ACCEPTANCE OF ITS CONTENTS:**

Initial Below		
Grantee	Sponsoring 501(c)(3)*	
		In compliance with the New York Attorney General's Office and the United States IRS laws, I certify that I am a member of the above Organization and have their approval for this project. (If you cannot speak for the Organization you must include a signed letter from the appropriate officer of that Organization agreeing to the project and willing to manage the project funds at no additional cost)
		In compliance with the New York Attorney General's Office, and the United States IRS laws, I certify that I will provide timely confirmation of receipt and feedback for the use of these requested funds.
		In compliance with the New York Attorney General's Office and the United States IRS laws, I certify that none of the requested grant funds will directly or indirectly benefit the Alexander and Marjorie Hover Foundation, nor any of the Alexander and Marjorie Hover Foundation personnel or their affiliates.

*Only needed if using a separate Sponsoring 501(c)(3)

9. **GRANT DETAIL:** Attach documentation that includes the following items:
   a. Project details (provide details about your project?)
   b. Project impact (who benefits?)
   c. Project support (what / who benefits from this project?)
   d. Project timeline (when is the project taking place?)
   e. Project evaluation (what measures would say this project is successful?)
   f. Project budget:
      i. Total cost
      ii. **What is your plan if project is partially funded?**
      iii. Amount requested from our organization
      iv. Amount expected to raise from other sources
      v. Future funding (if applicable)
   g. If not a new project, how was it funded previously and why is our support needed.

10. **Additional information, if applicable:** Current Organization Annual Operating Budget; List of voting members; number of volunteers; other pertinent information; most recent financial statements.

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STEP 3: The Hover Foundation Board meets in October to review the Grant Request you submitted. Organizations will be notified of the results shortly after the meeting. If approved, checks will be mailed with acceptance letters.

STEP 4: Send feedback on your project to Hover Foundation by January 31st.

In compliance with the New York Attorney General's Office, and the United States IRS laws, each organization is required to provide timely <u>confirmation of receipt</u> and <u>feedback</u> for the use of the awarded funds. This is the commitment made in this application when item 7 was initialed. If feedback is not submitted or received, future funding requests will not be considered.

If your organization worked with a Sponsoring Non-Profit, they must also submit the Annual Feedback Form.

We request this confirmation of receipt prior to **January 31st**. Letters, post cards, or emails with the following information are acceptable.

1. Name of the donor (The Alexander and Marjorie Hover Foundation)
2. Amount ($) of funds awarded to your organization
3. Statement declaring that no goods or services were offered by your organization in return for the funds awarded by our organization **OR** a description and estimate of the value of goods or services that your organization provided in return for the funds awarded.

If, at the confirmation of receipt due date (**January 31st**) the funded project is not yet complete, please provide additional feedback regarding project details to the Hover Foundation at the time of project completion.

If the scope of your project/program changes, please provide us with an update. If your project does not need all of the awarded funds, we require that you return the unused amount.