Grant Application Procedures

The Hanley Family Foundation, Inc. (HFF) was created to advance the prevention, diagnosis and treatment of alcoholism, chemical dependency and addictive behavior, including support for related research and education. It is a nonprofit corporation recognized by the Internal Revenue Service as tax exempt under Section 501©(3) of the Internal Revenue Code. Each year it makes grants to organizations that are themselves tax exempt under Section 501©(3) and that qualify as public charities as described in Section 509(a)(1), (2) or (3).

The Foundation Board reviews grant requests periodically. If your organization has a project that would further the stated corporate purpose of HFF, you may submit (info@hanleyfamilyfoundation.org) either a brief inquiry describing the project for preliminary screening or a full proposal for funding online.

A full proposal should include the following:

Cover Sheet with:

- Date of submission and requested funding date
- Name of Organization
- Contact Person and Title
- E-Mail Address
- Web URL
- Address
- Telephone Number
- Organization Overview and Purpose
- Project Title
- Amount Requested
- Project Summary (one paragraph)
- How you heard about the Foundation

Proposal Narrative (not to exceed ten pages), addressing the following:

- Brief discussion of how the project advances the HFF mission and vision.
- Description and history of the agency and its qualifications for undertaking the project.
- Short description of the need and target population.
- Description of the proposed project.
- Project objectives and timetable.
- Anticipated outcomes and impact on target population.
- Plan for evaluating the proposed project.
- Profile of key project personnel.
- List all funding sources from which you have attempted to secure support for this project and the results of those requests.
- Describe how the project will be funded in the future.

Attachments, which must include:

- Budget for the project
- List of Board of Directors with professional affiliation and individual contributions to current and prior year
- Most recent audit or year-end financial statement
- Indication of organization's tax exempt status and copy of current IRS determination letter
- List other organizations in your region carrying out similar projects

Once approved for a grant, grantees may be asked to sign a grant agreement confirming the nature of the project.

To assist the HFF in gaining a deeper understanding of the challenges and potential solutions related to its mission, organizations receiving grants should provide progress reports on the funded projects.

Please direct inquiries to: info@hanleyfamilyfoundation.org.