

The Hanley Family Foundation, Inc.  
Grant Application Questions

Organization Overview

- Give a brief history of the organization, including date founded, # of employees, and organization's accreditations & licenses.
- Mission Statement
- Select the treatment & recovery programs offered:
  - Medical detox
  - Outpatient
  - Partial hospitalization
  - Inpatient
  - Medication-assisted treatment
  - Therapeutic community
  - Transitional living
- Describe the programs offered and the populations served
- How does the organization measure its impact & effectiveness?
- Annual revenue breakdown & the percentage each typically provides. (Please be sure that the following questions total to 100%.)
  - Foundation grants
  - Corporation donations
  - Individual gifts
  - Government agencies (local, state & federal)
  - Medicare & Medicaid
  - Patients – private pay
  - Insurance pay – in network
  - Insurance pay – out of network
  - Investments
  - In-kind support
  - Other
- Explain “other revenue” and any grant, donation or gift that represents 20% or more of your revenue. (Indicate if they are single or multi-year grants. Have these grants been received in previous years? What are they contingent upon in future years?)
- Briefly describe recent accomplishments and future plans.
- Who comprises your leadership team? (Who are in the key roles, how long have they served in those capacities, and what are their backgrounds and qualifications?)
- Who is authorized to execute a grant agreement?
- Describe governance practices & the functions of your board of directors. (Include how it carries out its responsibilities for financial and program oversight and fundraising.)

- Who serves on your board and what are their backgrounds? (Please include # of years each has served.)
- What % of the board provided financial support this year and how much did they donate?
- What % of the board provided financial support last year and how much did they donate?
- What is the organization doing to build its capacity and improve sustainability? (Identify current limitations and include plans to address them improve your ability to meet organizational goals.)

#### Project or Program Information

- Select the nature of the project or program for which you are seeking support.
  - New program
  - Ongoing operations
  - Capacity building
  - Capital campaign
  - Seed capital
  - Other (please explain)
- Describe the project or program. (Include geography and population served, timetable for implementation, its objective and why it is important.)
- What is the estimated total cost of the project or program?
- What grant amount do you seek from the Foundation?
- Timetable for funding?
- Describe your fundraising plan for this project or program. (Include funding sources you have requested support from and the results of those requests.)
- How will the project or program be funded in future years? (Answer this question only if the project or program will continue in future years.)
- How will success of this project or program be defined and measured?

#### Financial Data

- When does your fiscal year end?
- What are your net assets?
- Upload your most recent audited annual financial statement.
- Upload last year's financial statement if last year's audit is not available.
- Upload the budget and commentary for the proposed project or program.