

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

**Greeting,**

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.**

**Grant Procedure Overview:**

Submit your **Letter of Inquiry by July 1<sup>st</sup>**. See Step 1 for details which are required for new and returning organizations.

Should your Letter of Inquiry be accepted, the full application for your **Grant Request is due by August 1<sup>st</sup>** of each calendar year. This request could be for funds needed in the current year or for the first half of the next calendar year. Specify when the funds are needed on the Grant Request form.

If your request is for multiple projects, explain each project and the funds needed for each. 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 paper mail.

The grant approval process takes place at our October board meeting. Organizations will be notified of the results.

In compliance with the New York Attorney General's Office, and the United States IRS laws, each organization is required to provide timely confirmation of receipt and feedback for the use of the awarded funds. We request this confirmation of receipt prior to January 31<sup>st</sup>. **If 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]".

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NOTE: The Alexander & Marjorie Hover Foundation can only distribute funds to 501(c)(3) organizations and not to individuals.

Our granting process is divided into four steps.

### STEP 1: Send us your Letter of Inquiry

- a. **New!** Submit your Letter of Inquiry electronically to **info@hoverfoundation.org** by **July 1<sup>st</sup>**. 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.
- 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 by the Foundation after July 1<sup>st</sup> to indicate approval/decline of your Letter of Inquiry. If accepted, please submit a full application (details in Step 2) electronically to **info@hoverfoundation.org** by **August 1<sup>st</sup>**.

**Note:** Your grant application will be considered for approval at our October board meeting.

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. PROJECT NAME \_\_\_\_\_

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4. PROJECT SUMMARY \_\_\_\_\_

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5. AMOUNT REQUESTED \_\_\_\_\_

6. DATE OF PROJECT FUNDING NEED \_\_\_\_\_

7. PLEASE INITIAL EACH BOX IN ACCEPTANCE OF ITS CONTENTS:

Initial Below	
	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.

8. **GRANT DETAIL:** Attach documentation that includes the following items:

- a. Project details
- b. Project impact
- c. Project support
- d. Project timeline
- e. Project evaluation

(continued on next page)

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

STEP 3: The Hover Foundation Board meets in October to review the Grant Request you submitted. Organizations will be notified of the results.

STEP 4: Send the Hover Foundation feedback on your project prior to 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 confirmation of receipt and feedback 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.**

We request this confirmation of receipt prior to **January 31<sup>st</sup>**. 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 31<sup>st</sup>**) 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.**