

APPLICATION FORMAT GUIDELINES

- 1. Executive Summary** – Summary should include one to two pages which describe your Canadian program and reason for your funding request.
- 2. Narrative** – The narrative should include a detailed description of the funding request and how it applies to the mission of The Jay and Barbara Hennick Foundation and fits within the funding priorities.
- 3. Financial Information** – Data should include funding amount required and an explanation as to how the funding will be utilized and to whom the funding will be directed. Please note that it is critical that a grant proposal contain a request for the exact amount required for the proposed program.
- 4. Organizational chart** – outline of key personnel with brief bios (one page).
- 5. Collaborative or cooperative support** – Current listing and explanation of agreements with other organizations.
- 6. Other funding** – A listing of other funding sources.
- 7. Timing** – If your grant request is time sensitive, please provide a schedule.
- 8. Formatting notes** – Proposals should be submitted using a 12-point font (Times or similar) and one-inch margins on all sides with pages numbered.
- 9. Electronic submissions** – We only accept electronic submissions.
- 10. Program questions** - Submit questions to information@hennickfoundation.com.