

Application Process

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The Concept Paper should be one or two pages in length. You may submit a Concept Paper at any time. Your Concept Paper should include:

- Your organization's legal name and its address, phone number and website (if any).
- The name of a contact person and his/her title, telephone number and e-mail address.
- A brief description of your organization, including background, mission, area(s) of expertise, and key achievements.
- A summary of the problem and a description of the geographic area and communities you will be serving.
- A brief explanation of how you will address the problem and expected outcomes.
- The dollar amount that you are requesting and a budget summary.

Please do not send reports, videos or other attachments with the Concept Paper. These materials will not be considered.

HHF staff will respond to each Concept Paper within a few weeks. If appropriate, you will be invited to submit a full proposal. Do not send a proposal unless invited to do so. The Foundation will not consider unsolicited proposals.

You may submit your Concept Paper via mail or e-mail. If using U.S. mail, please use the following address:

The Horace Hagedorn Foundation
P. O. Box 888
Port Washington, NY 11050

If using email, please attach the Concept Paper (as a Word document) to an email with the following subject line: Concept Paper for HHF Funding. Without this subject line, our online server will reject your email. Email your Concept Paper to:

info@hhfdn.org
How to Submit a Full Proposal

If our staff determines that your Concept Paper falls within our guidelines, you will be asked to submit a full proposal and will be provided with an HHF grant application.

Once you apply, you can expect a reply within 4 to 6 weeks. HHF awards grants competitively. Since it is not possible to fund all worthwhile projects, only a small percentage of the proposals we receive will be approved for funding. Our grantmaking is focused and strategic and seeks to support activities that are closely aligned with our goals and objectives.

The Horace Hagedorn Foundation awards grants only to nonprofit, tax-exempt organizations as defined under IRC Section 501(c)(3).

What We Do Not Fund

- Direct replacement of discontinued government support, deficit reduction or emergency funding
- Individuals, scholarship or fellowships
- Capital campaigns or expenditures
- Political programs or campaigns
- Direct services, existing ongoing services or endowments