



Team Grant Application Instructions and Checklist

In order to hold all grant applicants to the same standards it is important to note that The Hayes Foundation expects to receive applications that are thoroughly answered and complete in their parts, and arrive during one of our application review periods. Applications that do not meet the criteria of completeness and timeliness cannot be considered. **Hayes Foundation will review applications four times a year with the following postmark deadlines: October 1, January 1, April 1, and June 1.** Our board will meet and respond to applications within three weeks of the deadlines. **Please plan accordingly, well in advance of your competition.**

The following forms are included in the Grant Packet. If you are not downloading the packet as a single file, please make sure you download all forms needed to complete your application:

1. **Hayes Foundation Team Application Form and Roster** (to be completed by the team coach)
2. **Hayes Team Application Essay Section** (required of *every* member of the team individually)
3. **Post Program Evaluation Form** (to be completed by the team coach).

Have you...

- Downloaded and filled out your **Team Application and Roster**, either electronically or in print?
- Checked that *every member* of your team is a Rutland County Resident or (if out-of-county) attends a Rutland County school?
- Included and attached a completed **ESSAY Section** from *every member* of your team? Please send all essays in a single packet.
- (After the competition or program has ended) Sent us your **Post-program evaluation form**? ***Note to prior grant recipients: if we have not received an evaluation from your previous competition or program, we will not be able to consider additional requests. Please make sure you have forwarded your evaluation from your previous competition.***

**If you have any questions, please email
director@thehayesfoundation.org
or call (802) 417-2170**

**The Hayes Foundation
PO Box 1257, Rutland, VT 05701**

TheHayesFoundation.org