



The Hayes Foundation Activity or Study Grant Application Instructions and Checklist

In order to hold all grant applicants to the same standards, please note that The Hayes Foundation expects to receive applications that are thoroughly answered, complete in their parts, and, in the case of applications with a deadline, arrive on time. **The 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 these deadlines. **Please plan accordingly, well in advance of your program.** Applications that do not meet the criteria of completeness and timeliness cannot be considered.

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 Grant Application** (to be completed by student)
2. **Recommendation Form** (to be completed by non-family adult **not** associated with the program being funded)
3. **Parent/Guardian Statement of Need Form** (only if requesting **more than half** of program cost)
4. **Post Program Evaluation Form** (if your program does **not** provide its own grade or evaluation)

Have you...

- 1. Downloaded and filled out your **Grant Application**, either electronically or in print?
- 2. Downloaded and forwarded or downloaded, printed and forwarded the **Recommendation Form** for the adult who will be providing your recommendation **well in advance of the application deadline**?
- 3. Downloaded and forwarded/printed a **Parent Statement of Need** form (if requesting **more than half** the program cost)?
- 4. **(ALL grant recipients at the end of your program)** Forwarded or had forwarded the grade or evaluation from your program? This may be the program's standard summary, grade or evaluation, or, if the program does not routinely provide evaluations, the Hayes Foundation's Post Program Evaluation Form, which is included in the grant packet.

Note to prior grant recipients: *if we have not received an evaluation from your previous program, we will not be able to consider additional grant applications. Please make sure you have forwarded your evaluation from your previous grant-funded program.*

If you have any questions, please email

director@thehayesfoundation.org

THE HAYES FOUNDATION

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