

THE VERLE AND ELEANOR HAMMOND FOUNDATION
2009 GRANT GUIDELINES

MISSION/PHILOSOPHY/PRIORITIES

The Verle and Eleanor Hammond Foundation is a 501 (c) 3 private foundation incorporated in December 2002. The members of the Foundation's Board of Trustees are: Verle B. Hammond, Eleanor D. Hammond, Veronne H. Williams, and Pamela R. Holmes. The foundation was established by Innovative Logistics Techniques, Inc. (INNOLOG) Founder, Verle Hammond, and his wife, Eleanor, in 2002. The mission of The Hammond Foundation is to enable and inspire youth who are not given the opportunity to realize their full potential, by increasing their visibility and self awareness. A specific focus of the Foundation is programs that develop the competence and confidence that will motivate young people to set and achieve their life's goals.

APPLICATION/GRANT PROCEDURES

To apply for a grant, please follow the guidelines below and send your proposal to:

The Verle and Eleanor Hammond Foundation
Attention: Veronne Williams
PO Box 709
44050 Ashburn Plaza
Suite 195
Ashburn, VA 20147

Please contact Veronne Williams at 703-506-0268 (or 1-888-506-0268 toll free) if you have any questions.

Eligibility Limitations: 501(c)(3) entities; monies are focused toward educational and development programs for youth and their families. *The Foundation does not provide direct support to individuals.*

Geographical Focus: The Washington, DC metro area and St. Johns County, FL

Application Process: Grant prospects should provide a summary of application, funding request narrative, and appropriate attachments when making grant requests. See below for specifics.

Summary of Application should include the following:

1. Letter Date
2. Organization's name and contact information (full address, including mailing address if different, and telephone, fax, email address and web address).
3. Organization's federal tax-exempt number
4. Contact person's name, title, and contact information (telephone, fax, email)
5. Name of President/Executive Director/Principal of organization
6. Dollar amount of this funding request
7. Total project budget (if applicable)
8. Organization's current budget and fiscal year

9. Period this funding request will cover

Funding Request Narrative should include the following:

1. Brief organization description to include the organization's mission, current programs and accomplishments.
2. Funding Request — Please describe the program for which you seek funding, addressing each of the following:
 - a. Amount requested.
 - b. A brief description of specific program(s) for which funds are sought.
 - c. Description should identify the target population to be served and the total number to be served during the grant period. How many people will benefit from the proposed project?
 - d. How will this program/project/initiative directly benefit the youth?
 - e. Outline of expected outcomes during the grant period. What do you ultimately hope to accomplish through your proposed project?
 - f. Specific activities and timetable for meeting your stated objectives.
 - g. How does the project contribute to your organization's overall mission?
 - h. What are your plans for fully funding and sustaining this program?
 - i. What other agencies or associations are you working with on this project?
 - j. How will you measure and monitor the program's progress and effectiveness?
 - k. What relevant assets and experience does your staff bring to this project?
 - l. Describe your criteria for a successful program and the result you expect to achieve by the end of the funding period.
3. One page program/project budget
4. Total previous support from The Hammond Foundation for the past three years.
5. Signature of Executive Director/Principal.

Attachments (as applicable)

1. IRS 501 (c)(3) Tax Determination Letter, if available.
2. Most recent 990 Form filed with the IRS, if available.
3. Organization's current budget (one page)
4. List of public/private funding sources for your organization during the past fiscal year.
5. Optional: brochures, newsletters.