

Hills and Hollows Fund - Hills Application

Vermont Community Foundation

Application Introduction

If you are viewing a PDF version of these application questions, please log into the Vermont Community Foundation's Online Grants Manager at www.vermontcf.org/OGM to submit an application.

The Hills and Hollows Fund accepts applications each year on a rolling basis from January 1 - November 1. Applications submitted between November 2 and December 31 will not be considered. If your proposal is time sensitive, if you prefer to submit a paper application, or if you have other questions, please contact Jennifer Barrett, VCF Grants Specialist at jbarrett@vermontcf.org.

For examples of grants that will be considered by The Hills and Hollows Fund [click here](#).

Remember in completing this application:

- Character limits include spaces and punctuation
- Include relevant, specific facts to support your answers in the application questions.
- The size of text boxes where you answer the questions can be adjusted by dragging on the lower right corner.
- The Online Grants Manager will log out after 90 minutes of inactivity so save often!
- Create a PDF version of your application, including attachments, via the "Application Packet" button at the top of the page that you can save or print.

Hills Grant Application (Grants \$1,501 to \$7,500)

Project Title*

Character Limit: 200

Amount Requested*

(\$1,501 - \$7,500)

Character Limit: 20

Brief description of your organization*

Please include your mission, main activities, and recent accomplishments.

Character Limit: 500

Grant History*

If you have received a Hills and Hollows grant in the past three years, please list the year, amount and briefly note the outcome.

Character Limit: 300

Is your request for?*

Choices

General Operations or

A project or specific program

Describe the project, program, or organizational service for which you are seeking support.*

Character Limit: 500

Who will be carrying out the work?*

List the key participants or volunteers (name, title, and role) who will be carrying out the work and identify the primary contact or project director. Provide a brief resume for the lead participants in the Attachments section below.

Character Limit: 600

Who will benefit from your grant supported activity?*

Will your activity include members of the wider community?

Character Limit: 500

Grant Period/Timeline*

When and where will the work for which funding is requested occur? What is the timeline for the project?

Character Limit: 400

Organization Benefit/Outcomes*

What do you expect the results or outcomes of this grant will be? How will you know if your work is successful? Will this project generate recognition and/or earned income for the grantee?

Character Limit: 600

Grants from the Vermont Community Foundation must be paid to an IRS registered 501(c)(3) nonprofit, public school, a municipality or government agency, or a religious institution. If your organization or group does not fit these criteria, you will need to collaborate with an eligible organization (a fiscal sponsor) that will be responsible for receiving and accounting for any grant funds that are awarded. If this applies to you, please upload a signed copy of the Vermont Community Foundation's Fiscal Sponsor Agreement form in the attachments section below. [Click here to download a blank agreement form.](#)

Will you need a fiscal sponsor?***Choices**

Yes

No

Choose the best category to describe the applicant***Choices**

Public school or school-sponsored program

Town or municipal agency

Registered 501(c)(3) nonprofit

Other - please explain below

Other explanation

For example, if the applicant operates under the umbrella of a larger registered nonprofit, has a pending 501c3, or uses a fiscal sponsor use this space to provide additional details.

Character Limit: 300

Required Attachments

Organizational Budget*

Upload a PDF copy of your organization's itemized operating budget for the current fiscal year, as approved by the Board of Directors. The budget should detail income and expenses. Please note if the income is pending or secured.

File Size Limit: 4 MB

Project Budget Attachment (skip this upload if applying for general operations support)

Upload a PDF copy of your itemized project budget, including both expenses and revenue. Again, please identify if the income is pending or secured and identify any anticipated earned revenue from the project. Note: Administrative costs related to the project, such as staffing, rent, and gas mileage, are acceptable.

File Size Limit: 4 MB

Lead participants resumes*

File Size Limit: 2 MB

Board of Directors list with affiliations identified*

File Size Limit: 2 MB

Fiscal Sponsor Agreement (If applicable)

If applicable, a signed copy of the Vermont Community Foundation's Fiscal Sponsor Agreement form is required. ([click here to download a blank agreement form](#)). Please do not hesitate to contact Jennifer at 802-388-3355 ext. 222 with any questions or to walk through your situation.

File Size Limit: 1 MB

Supporting information (Optional)

You may upload one or two pages of supporting information such as letters of support, photos in jpg format or other appropriate descriptive material.

File Size Limit: 4 MB

Save and Submit

By submitting your application to the Vermont Community Foundation, you give us permission to share your application with other potential funders, both individuals and foundations.