

Frequently Asked Questions

1 - Should I call the HFCT office to ask if my project fits the Trust's mission and is eligible for funding?

No. It is best to log in to our system, take the eligibility quiz, and, if you qualify, submit a Letter of Intent (LOI).

2 - Can I meet with the Trust before applying?

A meeting prior to application is not required to apply. Your grant LOI will serve as an introduction and summary of your project. Upon review, staff may invite you to apply or contact you if a meeting or more information is necessary. Submitting your grant LOI in advance allows for the proper review and assessment of the project.

3 - How much money should my organization request?

There is a wide range in the dollar amounts of grants awarded. You should determine the funding you need for your project and apply for that amount.

4 - What types of grants are available?

The Trust awards funding to organizations whose work helps to achieve the mission of supporting students in K-12 to achieve academic success as they prepare for meaningful careers.

5 - How do I apply for a grant?

All grant processes must be submitted online. The applicant login portal is on our website <https://www.hfctrust.org> under the grant processes tab. You may also reach it directly through the following link: <https://www.grantinterface.com/Home/Logon?urlkey=hamiltonfamilyfoundation>

6 - What are the deadlines for grant applications?

	Grant Cycle 1	Grant Cycle 2	Grant Cycle 3	Grant Cycle 4
LETTER OF INTENT SUBMISSION TIMEFRAME	June 1 to July 15	September 1 to October 15	December 1 to January 15	March 1 to April 15
APPLICATION DEADLINE	November 15	February 15	May 15	August 15
BOARD REVIEW	March	June	September	December

7 - What if I have questions or need help?

You can send an email to oe@hfctrust.org, and a staff member will assist you.

8 - Why didn't my project receive funding this time?

All grant decisions are made with careful consideration for mission alignment, clearly articulated goals, fiscal stewardship, and measurable outcomes. If your grant is not funded, you may reserve a meeting time within the two-week window after the decision date for further discussion with the President.

9 - How often can my organization apply?

Organizations may only receive funding once per calendar year. Organizations may only apply multiple times per calendar year if they are unsuccessful in their first attempt to secure a grant. The Trust does not limit the number of times an organization may apply for continued funding.

10 - Who reviews my grant request?

The HFCT staff, Trustees, and Grant Committee Members review incoming grant requests prior to funding decisions.

11 - What projects do not generally receive consideration?

The Trust does not fund other foundations or family trusts, individuals, religious or political activities, endowment campaigns, previously incurred debts, or operating deficits.

12 - Which financial information should I use when completing the application?

You will need to use your latest audited financial statements. If there is no audit, enter the information using your latest 990.

13 – Can I submit the first page of my Form 990 tax return?

No. Your Form 990 should be submitted in its entirety.

14 - If I miss the LOI or application deadlines, is there a grace period?

No. You will receive a message that you have missed the deadline and are welcome to apply in future funding cycles.

15 – If I am missing requested documents in my application, will my application still be accepted?

No, the application will not be reviewed. The Trust will only review completed applications received by the submission deadline.

16 – If I am awarded a grant, what is the process for receiving the funds?

You will receive a congratulatory email and a request to sign a grant agreement. The grant agreement is in our online applicant portal. You will have seven (7) business days to complete and sign the agreement. Once signed, funds may be released. It will generally take 2-3 weeks from award notification to receiving funds.