**The Halle Foundation Grant Application Instructions**

1. Applications should be submitted to the Foundation via email to [email address] in the form of a PDF document.
2. Applications should strictly follow the format below.
3. The first page of the application (the cover page) should include the basic information identified below.
4. The balance of the application should consist of responses to the specific questions below. Please observe the word limitations.
5. Applicants should include a budget with the application. The budget should follow the format of the sample budget accessible on the Foundation website.
6. It is not necessary that Applicants submit any supporting information with the application.
7. Be aware that applications deadlines are strictly enforced and late applications cannot be accepted.

**[Grant Program Title]**

|  |  |
| --- | --- |
| Applicant Information | Project Information |
| [Organization Name][Location][Name Title, and Email Address of Person Completing the Application] | **Total Project Budget:** (total in dollars)**Requested Amount:** (in dollars)**Project Date:** DD/MM/YYYY – DD/MM/YYYYTotal beneficiaries served: [number] |

Grant Application

**1. Description of Project**:

**Succinctly describe the project in 3-5 sentences.**

**2. Project Programs and Activities**:

**In less than 500 words, describe the programs and activities that will take place during the grant project. Tell us when you expect the project to begin and end (e.g., dates of travel in the case of a visit to Germany).**

**3. Desired Outcomes of the Project**:

**In less than 300 words explain the desired outcomes of the project (qualitative and quantitative), and benefits of the project gained by program participants.**

**Examples: increased cultural competence, language skills, international experience acquired, professional experience acquired, skills and experiences gained from participants, new relationships between organizations built.**

**4.**  **How the Project Will Advance the Mission**:

**In less than 300 words explain how this project will work to strengthen the German American relationship and increase understanding, friendships and collaboration between Germany and the United States. Successful applications will specify the significance of the project as it relates to the state of Georgia and highlight interpersonal contacts between Germans and Americans.**

**5.** **Proposed Halle Haus Event**:

**Describe a potential Halle Haus event. All grantees are required to use the Halle Haus for at least one event related to their grant program. This can take many forms, including trip orientations and debriefings, educational presentations, networking events, etc. Please consult The Halle Foundation website and staff for more information.**

**6.** **Other Funding Sources, if Any**:

**Identify any other funding sources or organizations that are also contributing to the project, and the amount of the contributions (also any in-kind contributions). (This information should separately identified in the budget submitted by the Applicant.) Successful applications typically are not exclusively funded by The Halle Foundation but rather receive funding from various different sources.**