



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

## **Community Grants Program — Express Grants (\$5,000 or less)**

*Note: This document is to be used as a template or guide for preparing your Express Grant application and is not intended to serve as your application. All applications must be submitted via our online grant portal. We will not accept paper or emailed applications.*

**Executive Summary:** Briefly describe the proposed project or program, its importance and the results you expect. (100 words)

**Need:** Describe the need or opportunity for the proposed work. (300 words)

**Project Description:** Describe the proposed project or program including major activities, key people involved and the timetable for the work. (500 words)

**Timeliness:** Why is this a strategic time for the Foundation to invest in this work? (150 words)

**Results:** If your project/program is successful what will be different as a result of your work? (150 words)

**Other:** Is there anything else you would like us to know about this request? (300 words)