

5426 N Road 68, Ste D #164  
Pasco, WA 99301  
509.497.7175  
[Headsuptcities@gmail.com](mailto:Headsuptcities@gmail.com)  
[www.headsuptc.org](http://www.headsuptc.org)

# Heads Up Tri-Cities Grant Cycle Application

Heads UP Tri-Cities is committed to bridging the gap between unmet mental health needs in our community and the organizations that provide for those needs through fundraising, collaboration and promoting awareness.

Grants are available to qualified 501©3 organizations only. The grant cycle timeline is attached. Progress reports and updates will be required.

## **Organization**

1. Detail the name, purpose and mission of your organization.
2. Name, title and contact information of person submitting grant application.

## **Project**

3. Name and description of project.
4. Amount requested:
5. Provide specific details on what funds will be used for.
6. How will the project be implemented? Briefly describe the steps to completion.

7. Number of people this project will serve:
  
8. Define/identify the constituency that will be served.
  
9. Briefly discuss how this project/program contributes to our community.
  
10. How would an individual utilize or benefit from your program?
  
11. Other than funding, what challenges to success do you see for this program?
  
12. Are there other organizations with the same mission or working on a similar project, i.e. are there opportunities to collaborate and utilize resources more efficiently for a stronger, more effective outcome?
  
13. How will success be defined for this project and what is the completion date?

## **Financials**

14. Please provide a current annual organization operating budget.
15. Provide a project budget and note other funding received or applied for specific to this project.
16. Would this project move forward if less than the requested grant amount was awarded from Heads Up Tri-Cities?

## **Additional Information**

17. Attach/include a current list of members of your board of directors including officers.

18. List staff directly responsible for this project.

19. Include / note additional supplemental materials here.

## **Limitations and opportunities for Heads Up Tri-Cities grants:**

- Partnerships and collaborations will be given additional weight for grant consideration.
- Annual fundraising events, debt retirement, endowments, sponsorships, sports teams and re-granting efforts will be excluded from grant funding.
- Organizations that discriminate with regard to age, gender, ethnicity, sexual orientation, national origin, religious, political or lobbying activities are excluded from grant consideration.
- Requests that do not support mental health needs will not be considered.
- Grants are not ongoing and need to be applied for yearly.

## Grant Cycle Timeline

September – November: Tailgate Fundraiser

December – May: Publicize grant opportunity

March - June: Accept grant applications

June - July: Review applications and award grants

September – October: Award Grant