

Name of Organization

Address (No P.O. Boxes)
 City, State, Zip
 Contact Telephone #
 E-mail Address (if applicable)
 Website (if applicable)

This should be your organizations actual letterhead (if organization has one).

Date (MM/DD/YYYY)

Mission statement:

 -----.

Background information: (including how long in existence, and names and titles of principal staff)

 -----.

Breakdown of annual operating budget for the past 12 months: (for example, if you will be submitting your HOPE request in March 2008, the past 12 months will be from March 1, 2007 – February 29, 2008)

SAMPLE

Individual donations	\$ 1,500
Name of an organization (if applicable)	\$20,000
Name of Grant (if grant is received in one lump sum within the past 12 months, then put entire amount. If grant is distributed monthly and the 1 st month of disbursement is March 2007, then only need to enter amount received or will be receiving for that month).	\$10,000
Total	\$31,500

Description of activities and crime victim services:

Activities -----

-----.

Crime Victim Services -----

-----.

Statement of need: (for example, how will funds assist organization with its crime victim services? -----

-----.

Breakdown of intended uses of funds: (for example, amount applying for up to \$10,000) Provide a list, description, and estimated cost of allowable items that will assist your organization with enhancing their crime victim services.

SAMPLE

Allowable item	\$ 2,000
Allowable item	\$ 3,500
Allowable item	\$ 4,000
Allowable item	\$ 500
Total	\$10,000 or amount applying for (NOT to exceed \$10,000).

Sincerely,
Signature

Must be an actual signature. As shown, name written using a font on the computer is not acceptable.

FirstName LastName (spelled out)
Title (within the organization)

NOTE: No more than three letters of support.
Each letter must be on the organizations letterhead, dated, and signed.
The body of the letter should include the organizations name that is applying for funding, and how the organization assists victims of crime.