



How to Apply for a THF Grant

Indian registered charities wishing to apply for THF funding should submit an initial solicitation letter (Letter of Intent) with a brief summary of your organization's history, mission and goals, a description of current programs and past accomplishments, and a short statement of intent. Letters of request are accepted year-round.

THF staff will then short-list potential funding recipients and invite them to submit a longer project proposal with specific project goals, action, and timeframe, including the following details:

1. What is the context of the project, and why is the work needed? Highlight how this project came to be, and discuss why this project is relevant and timely.

2. What is your project is seeking to achieve? Describe the problem that the project is seeking to solve.

3. Full project definition:

- a. **Purpose:** Why are you doing this work? Describe the desired end result of this project.
- b. **Objectives:** What specific outcomes will be achieved, and how will you measure these outcomes? Remember to limit the number of objectives for your project - four or five goals are typically enough.
- c. **Scope:** What are the boundaries for this project (for example, type of work, type of client, type of problem, geographic area covered)? List any areas excluded that you believe stakeholders might assume are included, but are not.
- d. **Deliverables:** What will the project deliver as outputs? Where you can, describe deliverables as tangible items like reports, products, or services, and include a date that each deliverable is expected.
- e. **Constraints:** What things must you take into consideration that will influence your deliverables and schedule? These are external variables that you cannot control but need to manage.
- f. **Assumptions:** What assumptions are you making at the start of the project? If necessary, schedule work to confirm these assumptions.

4. What are the costs and timescale? Provide a budget breakdown of project costs and related financing.

These proposals are presented to our Trustees twice a year for their approval. The final deadlines for full project proposals are end January and end July. Proposals received after the given time period will also be considered. Notification of our final decision will be given in a timely manner and a schedule will be determined to arrange for the donation to be made

Please address all email correspondence to info@thehansfoundation.org, information.thf@gmail.com, or by post to B-3/17, G.F., Safdarjung Enclave, New Delhi-110029, India.