

**Gilbert M. & Martha H. Hitchcock Foundation**  
**NEW GRANT REQUEST PROCEDURES**  
**1/26/2026**

Grant requests for consideration the next calendar year will be accepted all year until November 30th, and we encourage you to make your request **months before** the deadline. In order to help our workflow, ***please do not wait until the last minute to submit.*** Requests received by the November 30th deadline and in complete form are acted upon by June 1 of the following year.

**Grant requests should be packaged in the following order:**

1. **A Letter summary**, one page in length only, to acquaint Trustees with basics of the **request including the specific amount requested**. Requests generally should be for payout in one year. We discourage multi-year requests. This letter must include a contact name and e-mail address along with mailing address.
2. **A Detailed Letter, no more than 5 pages in length, containing the essential information**, i.e., project contemplated, cost, source of funds; timeline for implementation; the specific amount of the grant request; how the project would be continued after grant payout;
3. **Latest Audited financial statements (including management letter from auditor) and Current annual operating budget,**
4. **A statement of the three top measurable results** you expect to accomplish if this grant is approved and your project goes forward.
5. **For first time applicants (and unless already on file at the Hitchcock Foundation or if any change) an IRS Ruling letter under 501(c)(3) or 509(a) of the Internal Revenue Code of 1954, as amended.** This letter must indicate (and the organization must be willing to sign a Grant Agreement declaring) that the requesting organization is: **exempt from federal income taxation under section 501(c)(3) of the Internal Revenue Code of 1954, as amended; and is NOT a private foundation, as defined in section 509 of said Code.**

**e-mail the package as described below:**

*We now require complete e-mail grant request packages organized as a single pdf and addressed to [info@HitchcockFoundation.org](mailto:info@HitchcockFoundation.org) as an attachment with the subject **GRANT REQUEST**. We require that you provide a contact name with an e-mail address, complete mailing address, and phone.*

Your contact will receive an e-mail acknowledgment of your request. Requests for grants are considered by the full Board of Trustees at their annual grants award meeting usually held by late May of each year. Organizations are notified of the Board's decision regarding their request shortly after the grants award meeting.

Successful Grant Agreements include the obligation of future reporting on the use of the funds granted and the Grant Agreement is expected to be executed and returned timely to Hitchcock Foundation.

Please note, we cannot fund all requests. Preference for certain programs is not a judgment on the merits of those that are not supported. Rather, it is a reflection of the Foundation's belief that adherence to its programs, which are carefully structured and regularly reviewed, leads to effective use of its resources.

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