

Health and Wellness Trust Fund Commission
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GENERAL GRANT APPLICATION INSTRUCTIONS

The General Grant application process includes two steps:

1. The first step informs the Health and Wellness Trust Fund Commission (HWTFC) of your interest in receiving funding and briefly describes your proposed program. The *Letter of Intent* and *Agreement and Certification* are completed at this stage.
2. The second step is the submission of your full program proposal. At this stage, the *Application* is completed. These steps are further described below.

Step I: *Letter of Intent and Agreement and Certification*

To begin the application process, applicants must submit a *Letter of Intent* and a signed *Agreement and Certification* form to HWTFC. These forms can be found at http://www.hwtfc.org/htmlfiles/fundprty_gengrants.htm.

The completed documents should be mailed to: HWTFC, 7090 Mail Service Center, Raleigh, NC 27699-7090. If using a courier or overnight service, send the documents to 501 N. Blount Street, Raleigh, NC 27604-1119.

These documents must be submitted prior to submission of a General Grant *Application*, but must be postmarked no later than July 1st for consideration for the following annual funding cycle – January 1st of any year through December 31st of that same year.

Step II: *Application*

The *Application* describes in detail the proposed program of work, organizational history, need for services, planned budget. The format can be found at <http://www.hwtfc.org/pdf/generalapp2.pdf>.

The completed documents should be mailed to: HWTFC, 7090 Mail Service Center, Raleigh, NC 27699-7090. If using a courier or overnight service, send the documents to 501 N. Blount Street, Raleigh, NC 27604-1119.

General Grant Application Instructions (continued)

The *Application* must be postmarked no later than August 1st for consideration for the following annual funding cycle – January 1st of any year through December 31st of that same year.

Applications received by HWTFC prior to receipt of a *Letter of Intent and Agreement and Certification* will not be considered for funding until all completed documents are received as specified above.

Due Dates and Program Timeline for General Grants

July 1st	<i>Letter of Intent and Agreement and Certification</i> forms due
August 1st	Applications due
August 2nd – October 31st	Proposal review process
October	Presentation of recommendations to the Health and Wellness Trust Fund Commission
November – December	Awards announced