



# **Hungaria Nostra Foundation of Los Angeles, Inc.**

## **Request for Proposals**

Thank you for your interest in a grant from the HUNGARIA NOSTRA FOUNDATION of LOS ANGELES, INC. (HNF). We accept grant applications on a rolling basis throughout the year.

All grants are made in furtherance of the foundation's mission to restore and preserve historic structures and monuments in Hungary and other locations related to Hungarian culture and history.

Founded in 1998, the foundation has a 501(c)(3) non-profit designation, allowing tax-deductible contributions. HNF annually disburses between \$5,000 and \$15,000 to one or more worthy cultural or architectural preservation, restoration, or publishing projects. The foundation also works to spur other organizations and individuals to consider financially supporting Hungarian culture.

HNF awards grants solely to organizations or fiscal entities with non-profit status. No grants are made to individuals. HNF can only make contributions to a non-profit entity registered with local authorities.

## **How to apply for a grant**

### **1. LETTER OF INQUIRY**

Applicants must submit a letter of inquiry (LOI). The letter should provide a general description of the proposed project and an estimate of the funds requested.

Upon evaluation of the LOI, HNF may invite the applicant to submit a full proposal. The full proposal must be submitted within 60 days of HNF's invitation. Review and approval ordinarily takes about three months from the date of submission.

### **2. SUBMISSION OF FULL GRANT PROPOSAL (RFP)**

The full proposal should include the following information:

- The applicant organization's name and contact information
- The applicant organization's purpose and a description of ongoing programs
- Contact person's name, title, phone number, and e-mail address
- A brief description of the applicant organization's leadership and staffing
- Narrative of the proposed project (1,000 words or less)
- The amount of funding requested
- A brief description of how the funds would be spent
- Project timeline with anticipated completion date

- A total project budget, indicating sources of other funding (list of committed funds, pending grant applied for, and plans for additional applications)
- Proposed controls and a description of the evaluation process to ensure that the funds will only be used for the approved project
- Description of plans to open premises, where applicable, to the public

*Submit these or any other applicable attachments:*

- Tax-exempt letter for the organization or for the project's fiscal sponsor if the organization is not tax-exempt
- Applicant organization's or fiscal sponsor's most recent annual financial statement
- Submit the LOI and full application to HNF by e-mail to one of the following individuals:
  - Peter Szabadi, [pszabadilaw@gmail.com](mailto:pszabadilaw@gmail.com), +1 310-200-7102
  - Molly Walker, [mwalkercom@yahoo.com](mailto:mwalkercom@yahoo.com), +1 510-207-9291

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