



# **The Cleveland Hungarian Development Panel**

## *Guidelines for Project Assistance*

1. In order for a request to be considered, a completed CHDP Application of Assistance form (attached) must be completed. Application must be in English.
2. Projects must meet the mission of the CHDP and be related to Hungarian culture, society, arts, or education. Projects involving Hungarian-American collaboration are preferred.
3. The object of CHDP grants is to provide seed money for projects that provide a broad base of benefits.
4. Salaries, benefits, and travel expenses are ineligible for CHDP funding.
5. A final report, including financial information, is required at the completion of the project. No continuation or additional funding will be considered if the required report is not submitted. The CHDP encourages projects or programs to work towards self-sufficiency in funding.
6. Submit one (1) copy of the signed original application with all attachments.
7. The CHDP reserves the right to publish a list of fund recipients.

SEND COMPLETED APPLICATIONS AS PDF FILES BY EMAIL TO:

[CHDPfunding@gmail.com](mailto:CHDPfunding@gmail.com)

Completed applications must be received by April 1 for summer funding, or October 1 for winter funding. Applications typically take about three months to process.

The Cleveland Hungarian Development Panel (CHDP) is a nonprofit organization of dedicated volunteers who recognize the need to promote and support educational and cultural ties between Americans and Hungarians. The mission of the CHDP is to provide assistance and the exchange of ideas for Hungarian projects in the areas of commerce, education, health and human services.

The Cleveland Hungarian Development Panel is a non-profit 501(c)(3) organization funded by contributions from individuals and corporations.

Revised February 2021

# The Cleveland Hungarian Development Panel (CHDP)

## Application for Assistance

Date: \_\_\_\_\_

Project/Program Title: \_\_\_\_\_

Location: \_\_\_\_\_

Amount of Request (USD): \$\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

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# The Cleveland Hungarian Development Panel (CHDP)

## Application for Assistance

1. Describe Project/Program for which assistance is requested:
  
  
  
  
  
  
  
  
  
  
2. Describe how this request aligns with the mission of CHDP:
  
  
  
  
  
  
  
  
  
  
3. What are the anticipated results or outcomes of this project?
  
  
  
  
  
  
  
  
  
  
4. Has support for this Project or any other Project been provided by CHDP in the past? If so, please list year(s) and amount(s) funded.
  
  
  
  
  
  
  
  
  
  
5. Required Attachments:
  - A. Detailed Project/Program Budget in attached format.
  - B. Informational materials about the organization and/or individuals involved in the Project/Program, for example, brochures, curriculum vitas, resumes, descriptions of other similar projects.
  - C. Three letters of reference or support from other organizations/individuals knowledgeable about the Project/Program.

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## CHDP Project Budget Form

### Project Budget

Item	CHDP Request	Please list all other sources of funding and amounts(pending or in hand)	Total
Personal Expenses			
Living expenses			
Tuition			
Scholarships			
Non-Personal Expenses			
Equipment			
/supplies (itemize)			
Other Expenses(itemize)			
Total Project Expense			

Note: Upon completion of final reports, all unused grant funds will be returned to the Cleveland Hungarian Development Panel.

### **Salaries, benefits and travel are not eligible**

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