



# APPLICATION INSTRUCTIONS AND GUIDELINES

*Please read this document in its entirety before completing the HBSF grant application.*

## Section 1: General Instructions

The application document is provided online, on our web site ([www.hbshootingfoundation.org](http://www.hbshootingfoundation.org)), in electronic (Adobe PDF) format. This version of the application can be downloaded to your computer's local hard drive, completed, saved, printed, and e-mailed as a PDF. **ONLY E-MAIL SUBMISSIONS ARE ACCEPTED.**

When completed, the grant application document can be submitted to HBSF via e-mail (along with other required documents) and sent to [melinda.branchini@hbshootingfoundation.org](mailto:melinda.branchini@hbshootingfoundation.org).

**FAX AND POSTAL MAIL SUBMISSIONS ARE NOT ACCEPTED.**

The HBSF Board of Directors will consider ONLY applicants for financial assistance who meet the following criteria...

- Applicant must be a U.S. citizen
- Applicant must have a valid Social Security number
- Applicant must reside within the U.S. with a U.S. home address
- Applicant must be currently enrolled in a college or university within the U.S.
- The college or university attended by the applicant must be a member of ACUI (Association of College Unions International) OR the individual applying must be an individual member of ACUI
- Applicant must be on a college or university shooting team roster and/or represent a college or university as an individual competitor
- Applicant must fulfill the requirements of his or her college or university as a student in good standing (i.e., must be registered as a student and not on academic probation)

Refer to the HBSF web site for further information ([www.hbshootingfoundation.org](http://www.hbshootingfoundation.org)).

For specific questions or concerns, applicants can contact Melinda Branchini via e-mail ([melinda.branchini@hbshootingfoundation.org](mailto:melinda.branchini@hbshootingfoundation.org)) or call 214-914-4514.

*HBSF does not sell, license, or distribute firearms to grant recipients.*

**DO NOT APPLY FOR A GUN OR ASSISTANCE TO PURCHASE A GUN.**

The financial assistance provided by HBSF to qualified applicants can take many forms. Here are a few examples...

- Ammunition costs (for practice or competitive events)
- Target costs
- Entry fees for competitive events
- Travel and additional costs for competitive events (either U.S. or international events)
  - Airfare
  - Hotel
  - Meals
  - Land travel
  - Gun license, fees, etc. for international travel and entry for airlines or airports

Please review the examples above. If your financial assistance need is already covered by your college or university and/or team, please do not apply.

HBSF applications and grants are processed throughout the calendar year. Deadlines for submissions and projected award announcement dates for each year are posted on the HBSF web site and the HBSF Facebook page.

Applications for grants are accepted throughout the year, and are processed as they are received. The cut-off deadline for grant applications is provided on the foundation web site and Facebook page.

***Please Note: Winners have until the assigned date within their letter to collect their grants.***

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***ABSOLUTELY NO EXCEPTIONS WILL BE MADE TO THE POSTED DEADLINES***

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When you have completed the grant application form and met all of the stated requirements, please e-mail a copy to the following...

Melinda L. Branchini, Executive Director  
Higgins Branchini Shooting Foundation  
[melinda.branchini@hbshootingfoundation.org](mailto:melinda.branchini@hbshootingfoundation.org)

**HBSF DOES NOT ACCEPT POSTAL MAIL OR FAX SUBMISSIONS. DO NOT ATTEMPT TO SUBMIT APPLICATIONS VIA THESE METHODS, AS THEY WILL NOT BE RECEIVED NOR PROCESSED.**

Again, for questions or concerns regarding the application, submission procedures, deadlines, etc., please contact Melinda Branchini at HBSF via e-mail at the address provided above, or call 214-914-4514

## Section 2: Guidelines for Preparing and Submitting Your Application

### **Your Answers**

First and foremost, your goal should be to impress the HBSF Board and the Grant Review Committee. This is best accomplished by putting serious thought into your application and planning its preparation carefully. The same might be said about your shooting career as a whole; this, too, should be reflected in the organization, content, and tone of your application.

We will want to know how you plan to use any funds granted to you. Although it may seem self-evident, this requires that you have a plan to begin with. Provide a budget for your financial request. Have a shooting career plan (i.e., what you want to achieve and how you will go about doing this). Both can be short, but need to be included.

Consider that the HBSF Board will not pay you directly. We will reimburse you upon receipts, pay vendors or suppliers directly or pay the gun club of your choice. This will be worked out on an individual basis upon acceptance of your grant.

Make sure that before you submit your application that you have included the following...

- Your completed grant application form
- At least two letters of recommendation
- A school registrar's letter certifying that you are a student enrolled at your college or university (in good standing – not on academic probation)

### **Saving and Submitting the Completed Application**

The application is provided as an Adobe® Acrobat™ (PDF) document.

NOTE: Although you can view the grant application document on our web site via your browser, not all browsers allow the document's blank answer fields to be completed while viewed online.

***For this reason, we strongly recommend you download the grant application document to your local computer, saving it to your hard drive as an Adobe PDF document, and then begin answering the questions.***

To view and complete PDF files, you will need the Adobe Acrobat add-in for your web browser or a stand-alone version of Adobe Reader™. When viewed on most computers, laptops, or tablet devices, the application can be completed and then saved using the "Save As" menu command. Once saved, all of the information in the edit fields (your answers) should be retained in the PDF as part of the saved document. The finished PDF can then be e-mailed to HBSF.

***If, for any reason, all your answers are not retained in the saved PDF, please provide those answers information in a separate document (e.g., Microsoft Word or Adobe Acrobat) and e-mail it along with your application.***

When you e-mail your submission, the letters of recommendation and registrar's letter must all be included with the completed application form.

Make sure that your e-mail attachment contains all the information needed (check your work). If you use an Apple (iOS/Macintosh) computer, make sure that the documents you have generated will make the conversion for opening and reading under the Microsoft Windows operating system (toward this end, we recommend using Adobe Acrobat/PDF).

Once again, HBSF does not accept mail or fax submissions. DO NOT attempt to submit applications via mail, fax, or e-fax, as they will not be received nor processed.