



APPLICATION INSTRUCTIONS AND GUIDELINES

- *Please read this document in its entirety before completing the HBSF grant application.*
- *Please review the Application Checklist at the end of this document before submitting your grant application.*

Section 1: General Instructions

The application document is provided online, on our web site (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.

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.
- 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)

For general questions, please refer to the HBSF web site for further information (www.hbshootingfoundation.org).

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

**DO NOT APPLY TO THE HBSF FOR A GUN OR ASSISTANCE TO PURCHASE A GUN.
HBSF DOES NOT SELL, LICENSE, OR DISTRIBUTE FIREARMS TO GRANT RECIPIENTS.**

Section 2: Grant Application Overview

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.

ABSOLUTELY NO EXCEPTIONS WILL BE MADE TO THE POSTED DEADLINES

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

Melinda L. Branchini, Executive Director
Higgins Branchini Shooting Foundation
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 3: Guidelines for Preparing Your Application

First and foremost, your goal should be to impress the HBSF Board and the Grant Review Committee.

Although this can be accomplished with the **content** of your application and the answers you provide, there are other important factors that heavily influence our acceptance of your application. In short, **how** you complete and submit your application can be just as important as the answers in the application itself.

The preparation, completion, and submission of a successful grant application should demonstrate the following...

- **Planning** Did you do what was necessary to assemble all materials and information required to satisfactorily complete the grant application, or was the application incomplete or otherwise missing information when submitted?
Please demonstrate to us a willingness to prepare, some measure of genuine forethought, and pride in paying attention to details.
- **Timeliness** Did you complete and submit your application well before the due date, or did you wait until the last minute and try to send it just before the deadline?
Please demonstrate to us your willingness to accept and meet deadlines.
- **Clarity** Did you demonstrate both clarity of purpose and clarity of thought when preparing your application? Were questions answered clearly? Were pertinent details provided and unnecessary embellishments omitted?
Please demonstrate strength of conviction. Do your answers clearly convince us of your merit, and that your need for a grant is sincere?

Above all, convince us that receipt of a grant will be a springboard to achievements that reflect growth in your character, and not merely additions to your trophy case.

In all cases, the only guarantee of success is putting serious thought into your application and planning its preparation carefully. The same can be said about your shooting career as a whole, which is exactly why each aspect of the application process — forethought and planning, organization of information, pertinent and complete content, the clarity and tone of your answers, as well as timely submission — will count either in your favor **or** against you.

Be aware that "planning" also includes letting the Foundation know how you intend to use any funds granted to you. Be willing to 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, too, 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 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)

Section 4: Completing and Submitting Your Application

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

Although it is possible to view our grant application on the HBSF web site, not all web browsers allow the document's answer fields to be completed while viewed online.

For this reason, we **strongly** recommend the following steps...

1. Download the grant application document to your computer's hard drive. When viewed on most computers or tablet devices, the document can be saved to your local hard drive using the "Save As..." menu command. Remember where you saved it and what filename it has been given.
2. Open your working copy of the application document and begin answering the questions.
3. Periodically save your progress by "Saving..." the document, overwriting your current working copy (or perhaps "Saving As..." with a new filename). Each time it is saved, the information in the edit fields and checkboxes should be retained in your working copy of the document.
4. If you make a mistake or misplace the working copy of your application, you can always download another "blank" copy of the document from our web site.
5. When you believe you are finished, **print** a copy of your completed application and review it. Reading through your answers in print is a very good way to spot errors or omissions.

The finished grant application document can then be e-mailed to HBSF. This is done by adding the PDF document to your outbound e-mail as a file attachment (along with letters of recommendation and school registrar's letter).

PROBLEMS?

If you encountered problems with the grant application PDF, and one or more of your answers were not retained in your saved copy of the completed application, you can provide those answers in a separate document (e.g., Microsoft Word or Adobe PDF), and e-mail it to the Foundation along with your application.

This is not the preferred way to submit your information, but it is better than sending an incomplete application.

That said, it is still your responsibility to make sure your e-mail attachments contain all the information required. If you use an Apple (iOS/Macintosh) computer, please make sure the documents you 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 accepted nor processed.

Section 5: Application Checklist

Applicants increase the chances of landing a grant — and can avoid the pitfalls that cripple many applications — if they run through this simple checklist prior to submission...

- Did you **read** the Application **and** Application Instructions thoroughly before beginning?
- Did you **organize** your information and **plan** your answers before filling in the application?
- Did you **answer** every question? Do these answers represent your very best work?
- Did you **check** your answers for clarity? For completeness?
- If you had questions or concerns about the application, did you take the time to contact the Foundation and **ask**?
- Did you **include** all pertinent letters of recommendation and/or registrar's letter with the completed application form?
- Did you **print** a hard-copy of the completed application document to **review** it before submission?
- During submission, did you make sure to e-mail the **completed** copy of your application? Was it correctly sent within your e-mail as a file attachment?
- Have you allowed enough time prior to the grant application deadline for submission and processing by HBSF?