

HTWF General Education and Service Proposal Guidelines

Please provide the proposal as a WORD document and as a pdf and e-mail to htwfoundation@aol.com. HTWF will acknowledge receipt of the proposal.

Proposals are ranked by relevance to the stated mission of the HTWF. Strong proposals effectively assist, encourage and advance the philosophy, objectives and practice of Healing Touch. Favorable consideration will be given to proposals that make efficient use of funds through in-kind contributions and partnerships. We especially encourage meaningful collaboration with healthcare providers, military facilities, underserved communities, and wellness organizations.

The proposal must include the following information.

1. General

Identify who will be providing the service or education and who is the contact person for this application. Include or attach a summary of their contact information, credentials (particularly their HT credentials, if any), background and affiliation.

If applicable, identify the location(s) where the education or service activity will occur.

Indicate the expected project timeline and, if applicable, the timing of major events (e.g., timing of classes or presentations). Indicate if any of the activities is contingent on receiving approval (e.g., from HTP, from hosting facility) or contingent on receiving other support (e.g., financial or needed volunteers).

2. Proposal Specifics

Provide proposed activity title.

Discuss needs/problems to be addressed by the activity and identify the group(s) to be educated or assisted. Identify if activity is in response to a request and the source of the request.

For non-US or Canada activities, discuss the availability of Healing Touch in that country or region and any available information on previous Healing Touch projects in that country or region.

Discuss the project's goals and objectives.

Discuss any challenges with completing the activity (e.g., approval from HTP, identification of a location, approval from local authorities.).

Provide an estimate of the number of people impacted (e.g., anticipated number of people receiving service or education).

If travel involved, discuss types of travel expenses anticipated and plans to reasonable minimize travel costs.

If any presentations or publications are associated with the activity, please describe.
Note: For publications we require that the support of the Foundation be acknowledged.

3. Budget

Indicate amount requested from HTWF. For multi-year projects identify funding requirements by year.

Indicate the expected overall budget and the estimated major categories of expense. Identify overhead amounts included in the budget.

If travel is involved, identify major travel categories and estimated costs by category (e.g., airfare, hotels, meals). Note: Travel expenses are approved based on these estimates as maximums, but funds are only disbursed for actual expenses based on receipts. Airfare reimbursement will be made promptly and separately from other travel expenses on our receipt of the airfare purchase receipt.

If HTWF will be a partial funder, please indicate other funding sources and whether HTWF funds will be used for a particular portion of the activity. Indicate expected timing for additional funding approval if proceeding is contingent on approval of the other funding.

4. Attachments, as appropriate.

- Letter(s) of support.
- Copy of the informed consent form to be used for Healing Touch services, if applicable.

5. Terms of Funding

- Quarterly or semi-annual progress reports may be required, depending on the project specifics.
- A final summary report including photographs is required 30 days after completion of the activity. Report forms are included in this section of the HTWF website. Please specifically include with the summary report a statement allowing HTWF to use the report and photographs for informational and marketing purposes. Identify any recognizable individuals in the photographs.