

**GRANT APPLICATION TO THE  
WAUNAKEE COMMUNITY FOUNDATION, INC**

**ORGANIZATION INFORMATION**

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

Organization Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person:

\_\_\_\_\_ *Name* \_\_\_\_\_ *Title*

Email: \_\_\_\_\_ Fax No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Type of funds requested (check all that apply)

<input type="checkbox"/> General support for operations	Capital:
<input type="checkbox"/> Program/Project	<input type="checkbox"/> Construction
<input type="checkbox"/> Endowment	<input type="checkbox"/> Renovation
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Equipment

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Total project expense: \$ \_\_\_\_\_ Amount requested: \_\_\_\_\_

Funding date request: \_\_\_\_\_

How many people will this project serve? \_\_\_\_\_

Is this a new or ongoing project? \_\_\_\_\_ New \_\_\_\_\_ Ongoing \_\_\_\_\_ Both

Previous support from Waunakee Community Foundation:

_____	\$ _____	_____
Project Name	Dollar Amount	Date
_____	\$ _____	_____
Project Name	Dollar Amount	Date

Authorized Signatory:

\_\_\_\_\_ *Applicant* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Title*

Email: \_\_\_\_\_ Fax No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

**Also, complete the Project Narrative and Attachments on page 3.**

## PROJECT NARRATIVE AND ATTACHMENTS

(Please restrict to 1,000 words or less)

### Project Summary Information

1. Describe the project for which you are seeking funds, including goals and objectives (purpose of grant).
2. What is the community need for this project?
3. Are there any similar projects currently operating in the community? If so, how is your project different and why is it needed?
4. Where have you applied for other funding? Please describe (i.e. Date, Name, Address, Amount, Brief description, Status of funding request)
5. List other organization participating in the project and describe their roles.
6. How will the project be sustained after the initial funding?
7. Explain (directly/indirectly) how many people this project will serve.
8. Explain how you will measure the effectiveness of your activities.
9. Attach any other pertinent information.

### ORGANIZATIONAL AND FINANCIAL INFORMATION

10. Explain the mission of your organization.
11. Current programs, activities, history and accomplishments of your organization.
12. Include a copy of current IRS determination letter indicating 501(c)(3), or 509(a) tax-exempt status, or evidence that the organization is not a private foundation as defined in Section 509(a).

If not available, explain application status, **OR**

if you are being sponsored by another agency, submit their tax-exempt letter and a signed letter from them indicating sponsorship.

13. A copy of the recent annual financial statement.
14. List titles; names; phone number; and emails of board members, key staff and/or volunteers responsible for implementing the project.

# **WAUNAKEE COMMUNITY FOUNDATION, INC**

## **GRANT GUIDELINES**

### *Mission Statement*

The goal of the Waunakee Community Foundation is to provide funding, and encourage and support projects that make a clear difference in the lives of area residents.

The Foundation favors projects that propose practical solutions to current community needs, promotes collaboration in addressing positive changes, and promotes volunteer involvement.

### *Who is Eligible*

To be considered, your organization must

Serve the people of the Greater Waunakee Area with a preference given to organizations within the school district boundary.

Operate on the principle that no discrimination shall be practiced as to race, religion, age, sex, mental or physical challenge.

### The Review Process

The Grant Committee comprised of the Foundation Directors and community members reviews the grant applications.

Final approval rests with The Foundation's Board of Directors.

### How to Apply

Send a letter of inquiry briefly describing the project.

If the proposed project fits the mission of the Waunakee Community Foundation, an application packet will be mailed.

Mail inquiry to:  
Waunakee Community Foundation  
P O Box 62  
Waunakee, WI 53597  
Email:  
www.