



Wyoming County Community Health Foundation (WCCHF) Grant Application

Version 5 (April 2016)

Before completing the grant application, be sure to:

- Read all instructions thoroughly before beginning
- **Be thorough.** Do not skip questions unless they in no way apply to your request. Avoid repetition of ideas.
- **Be concise, yet informative in your proposal.** Writing a clean, understandable narrative is key.

Grant Applications will be reviewed by WCCHF at its regularly scheduled meetings. Deadlines for grant applications will be March 31st and September 30th of each year. A funding decision will be made approximately 1-2 weeks from the review meeting date, unless additional information is needed to evaluate the application. Funds will be made available within 4 months of the funding decision. Due to the Foundation's desire to fund as many worthwhile programs as possible, requests for capital improvements will not be considered at this time. Please note, our Foundation is 'temporarily' limiting grants to under \$5,000.

Please send your completed Application to:

Wyoming County Community Health Foundation
5954 SR 6
Tunkhannock, PA 18657

Phone 570-996-1645
Fax 570-836-4569

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WCCHF Grant Application Cover Sheet

Name of Organization _____

Legal Name (as designated on 501c3) _____
(if different than above)

Address: _____

Phone: _____ Fax: _____

E-mail _____ Website: _____

Executive Director: _____

Current Board President: _____

Primary Contact: _____ Title: _____
(if different than above)

Phone: _____ E-Mail: _____
(if different than above)

IRS 501(c)(3) Nonprofit?

- Yes (Please attach IRS designation letter)
- No (Please attach written agreement from the fiscal agent)

Federal ID # _____

Type of Grant Requested:

- Capital Equipment
- Program/Project
- Other: _____

Name of Program/Project: _____

Amount Requested: _____ Submission Date: _____

Total Program/Project Budget: _____ Duration of grant requested: _____

State your organization's mission:

Summarize the proposal:

Have you previously applied to WCCHF?

- Yes
- No

Is this request being submitted exclusively to WCCHF?

- Yes
- No

List of three largest funders in the last fiscal year and grant amount.

1. Funder _____ Grant Amount _____
2. Funder _____ Grant Amount _____
3. Funder _____ Grant Amount _____

List the proposal's target population, constituents, and geographic communities:

AGREEMENT

I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

Signature of Executive Director

Date

PROPOSAL NARRATIVE

The following outline is a guide. Be succinct and clear. Proposal Narrative should be two pages maximum, and should provide the information listed below in this order:

Organizational Background and Information:

- Give a brief summary of your organization's history
- Describe your current programs, activities, service statistics – highlighting the past year – and cite how your programs fulfill the mission

Purpose of Grant:

- **For Specific Project or Program Requests:**
 - Identify the issue or need to be addressed, providing evidence of size and/or severity. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.
 - Explain your goals and objectives for this grant
 - How do you plan to accomplish your goals?
 - How will you measure the impact of the project?
 - Who will be responsible and what is their experience carrying out this project?
 - What is the anticipated timeline for implementing the request?
 - What are the challenges you anticipate during this program/project?
- **For Capital Equipment Requests Only:**
 - Provide a case statement for the capital equipment.
 - Do you plan to own or lease the equipment? If you lease, how long is your lease?
 - What is the total cost of the capital equipment
 - How do you intend to pay for this equipment?
 - Describe plans for funding and ongoing maintenance of new capital equipment

Budget Information

Attach a narrative explaining the budget, if necessary.

PROGRAM/PROJECT INCOME

Fiscal Year: _____

**Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated decision date if known.*

IDENTIFY COMMITTED AND PENDING SOURCES FOR THIS PROJECT			
SOURCE	AMOUNT COMMITTED	AMOUNT PENDING	DECISION DATE
1.			
2.			
3.			

PROGRAM/PROJECT EXPENSES

Item	Amount	% FT/PT
(allocate all indirect expenses in your project budget)		
Salaries and wages (break down by individual position and indicate full (FT) or part-time (PT))		
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
SUBTOTAL	\$	
Insurance, benefits and other related taxes	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing, copying, telephone & postage	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
_____	\$	
_____	\$	
_____	\$	
TOTAL EXPENSES	\$	

Attachments

The following attachments to the Grant Application Cover are required:

- ✓ Grant Proposal Narrative
- ✓ Current Profit & Loss Statement
- ✓ Itemized budget for how this grant will be used. Identify the amounts & sources of revenue for this proposed project; note which sources are committed or pending.
- ✓ Organization's most recent AUDITED statement, if budget is greater than \$100,000.
 - Include Form 990 if budget is between \$25,000 and \$100,000.
 - Include unaudited form if neither document is available.
- ✓ Latest Annual Report or Summary of Organization's Activities in the past year.
- ✓ Current List of Board Members and their affiliations.
- ✓ One-paragraph descriptions of key staff and their relevant qualifications.
- ✓ Letters of Agreement from any collaborating agencies, if applicable.
- ✓ IRS Determination Letter or written agreement from Fiscal Agent regarding tax exempt status.

FINAL CHECKLIST

Be sure your application includes:

- A brief introductory cover letter on organization's letterhead signed by the Executive Director or Chair of the Board.
- A completed WCCHF Grant Application Cover Sheet with contact information
- A copy of the IRS letter confirming your organization's 501(c)(3) status
- A completed Grant Proposal Narrative not exceeding two (2) typed pages (excluding attachments)
- An itemized budget, listing income and expenses, for this specific grant
- Your organization's most recent AUDITED financial statement or IRS Form
- Your organization's latest annual report or summary of the prior year's activities?
- Current Board list and affiliations
- One-paragraph descriptions of key staff and their relevant qualifications
- Grantee report (if previously funded)
- Letters of agreement from any collaborating agencies (if applicable) and letters of support

If you have questions regarding specific information to be included with your application, please contact:

**Shealynn Shave
Foundation Assistant
Wyoming County Community Health Foundation
5954 SR 6
Tunkhannock, PA 18657**

**Phone 570-996-1645
Fax 570-836-4569**

WCCHF Grant Report Form Cover Sheet

The Grant Report is due to WCCHF by 60 days after completion of the project.

Grant Number: _____ Date Grant Received: _____

Amount Granted: _____ Grant Period ____/____ to ____/____

ORGANIZATION NAME: _____

Address: _____

Name of Executive Director: _____

Name of Contact Person: _____
(if different than above)

Telephone: _____ Fax: _____ E-mail: _____

Project Name: _____

Type of Grant Received:

- Capital Equipment
- Program/Project

Other: _____

Signature of Executive Director

Date

Grant Report Form

Grant Reporting Narrative

Results

- List the original goals and objectives of this grant. Were these goals met? What impact did this grant have on your organization, community and the specific population served?
- In what ways did the actual project vary from your initial project plans?
- If applicable, attach selected material related to the funded project: press or news items, brochures, letter of support, photographs, etc.

Lessons Learned

- What are the most significant results gained from this project, both relative to your organization and the audience you serve?
- What are the most important lessons your organization has learned from this project?
- If you were to undertake this project again, what would you do differently?

Financials

- Using the original budget included with your proposal, provide an itemized budget of actual expenses and income for the project. Provide narrative on any variances of 10% or greater from the original project budget.
- Who else has funded this project, and at what level?