



The William & Beverly Larson Competitive Community Grant Application - Summary Page

Applicant Organization: _____

Contact Person: _____ Application Date _____

Address: _____

E-mail: _____ Phone: _____

Please check one: 501(c)3 Government Agency Fiscal agent
If "Fiscal Agent" checked please note name of organization: _____

Total Project Cost: _____ Amount Requested: _____

Other Funding Sources: _____

Please list the last 3 grants with date received from WCF's community granting program:

Please give a 2-3 sentence summary of project: _____

Agreement: In submitting the application, the applicant agrees to the following:

1. The applicant will spend funds solely for the purposes stated in the application. The applicant will refund any dollars that are used outside of this purpose. In addition the applicant will submit a final report, within one year, in a format provided by the Foundation, including a financial statement documenting the expenditure of grant funds.
2. The applicant realizes that payment of the funds granted will be at the convenience of the Foundation, including cancellation of the grant and/or modification of previously agreed upon payment schedules should such cancellation or modification be deemed necessary by the Foundation.
3. The applicant understands that the Foundation, in researching this grant application, may review any and all of the information submitted as part of the requests with advisors of the Foundation's choosing, if deemed necessary by the Foundation.
4. The applicant will recognize the Foundation in all appropriate publicity connected to the applicant program.
5. The applicant understands that by submitting this application to the Foundation for review, a grant is not guaranteed.

Signature of Executive Director Date

Signature of Board Chair Date

Printed Name-Executive Director

Printed Name-Board Chair

Submission Requirements

****No cold applications will be accepted – prior project review with Foundation staff must take place***

All applicants must include the documentation listed below and the information requested in the narrative guidelines. Additional attachments not requested as part of the application process will not be considered as a part of the proposal review.

- Enclosed summary page for application which includes board and director signatures stating that this application has been reviewed by the governing board of the applicant organization and has received its endorsement. Where possible a formal board resolution to this effect should be submitted along with signature of board chair on agreement page.
- A copy of the applicant organization's most recent letter of exemption from the IRS demonstrating that it is an organization exempt from federal income tax under section 501(c)3 of the Internal Revenue Code, and stating whether or not it is a private foundation; or the letter of exemption for the organization acting as fiscal agent
- Copy of the fiscal agent agreement
- Auditor's opinion letter from most recent audited financial statements, if applicable.
- List of all current Board members.
- One copy of full application.

Narrative Information

Please address the following questions, in **no more than four** pages:

- Describe the project, including how it came about and how the project will be carried out.
- Describe the project outcomes to be achieved and how you will track them.
- What is the need and how does the project meet these community needs?
- In what ways are other partners involved in the planning, implementation, and funding of this project.
- Who is being served?

In your narrative, be aware of the **criteria** that the committee will use for ranking your application and be sure to address them as you put your application together. Please refer to the grant guideline information for details on the criteria for ranking.

Project Budget

Provide a detailed accounting of proposed income and expenses on your project. If narrative explanations are needed to accompany the budget, please refer to and include within the 3 page limit of the narrative application.

INCOME	
Source	Amount
Government grants	\$
Foundations – other than WCF	\$
Corporations	\$
Individual contributions	\$
Fundraising events and products	\$
Membership income	\$
In-kind support	\$
Earned Income (tickets)	\$
Other-Describe	\$
Total Income	\$
	\$
	\$
	\$

EXPENSES		
Item (WCF does not fund on-going wages)	Amount	\$FT/PT
Salaries and wages related to the project (breakdown by individual position and indicate full or part-time.)	\$	
	\$	
	\$	
Consultants and professional fees	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Other (specify)	\$	
Total Expense	\$	
	\$	
DIFFERENCE (Income less Expense)	\$	



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