LAWRENCE A. WISNE

FOUNDATION

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GRANT APPLICATION COVER SHEET

_____   _____
Legal Name of Organization   Date

_____
Address

_____   _____
City / State / Zip   Phone

_____   _____
Executive Director   Contact person/title/phone number (if different from executive director)

_____   _____
Email Address   Website

_____   _____
Year Founded   Operating Budget

_____
Project / Program Name:

_____
Purpose of the Grant

_____   _____
Amount Requested   Project Dates

_____   _____
Total Project Cost   Geographic Area Served

_____
List any previous support from The Wisne Foundation

_____

_____ _____   _____ _____
Signature of Executive Director   Date   Signature of Chairperson, Board of Directors   Date

_____   _____
Typed Name and Title   Typed Name and Title

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NARRATIVE

Please provide the following information in this order. Use these headings, subheadings and
numbers provided in your own word processing format, thus leaving flexibility for length of response.

1. Executive Summary
   - ☐ Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant
   - ☐ Statement of needs/problems to be addressed; description of target population and how they will benefit.
   - ☐ Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing project of the sponsoring organization.
   - ☐ Timetable for implementation.
   - ☐ List of other partners in the project and their roles.
   - ☐ List of similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
   - ☐ Description of the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
   - ☐ Description of the qualifications of key staff and volunteers that will ensure the success of the program. List of specific staff training needs for this project.
   - ☐ Long-term strategies for funding this project at end of grant period.

3. Evaluation
   - ☐ Plans for evaluation including how success will be defined and measured.
   - ☐ Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
   - ☐ Description of the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification
   - ☐ Grant budget; use the Grant Budget Format that follows, if appropriate.
   - ☐ A plan (on a separate sheet) that shows how each budget item relates to the project and how the budgeted amount was calculated.
   - ☐ List of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
   - ☐ List of priority items in the proposed budget, in the event that we are unable to meet your full request.

5. Organization Information
   - ☐ Brief summary of organization's history.
   - ☐ Brief statement of organization's mission and goals.
   - ☐ Description of current programs, activities and accomplishments.
   - ☐ Organizational chart, including board, staff and volunteer involvement.

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PROJECT BUDGET

Organization Fiscal Year

Time Period for This Budget

EXPENSES *Include a description and the total amount for each category in this order.*

CATEGORY / WRITTEN DESCRIPTION	$ AMOUNT REQUESTED FROM LAWF	$ TOTAL PROJECT EXPENSES
Salaries		
Payroll Taxes		
Fringe Benefits		
Consultants/Professional Fees		
Insurance		
Travel		
Equipment		
Supplies		
Printing /Copying		
Telephone		
Postage		
Rent		
Utilities		
Maintenance		
Evaluation		
Marketing		
Other (Specify)		
	Total Amount Requested	*Total Project Amount*

REVENUE *Include a description and the total amount for each category in this order.*

CATEGORY / WRITTEN DESCRIPTION	$ AMOUNT COMMITTED	$ AMOUNT PENDING
GRANTS/CONTRIBUTIONS		
Local Government		
State Governement		
Federal Government		
Foundations (Itemize)		
Corporations (Itemize)		
Individuals		
Other (Specify)		
EARNED INCOME		
Events		
Publications and Products		
MEMBERSHIP INCOME		
IN-KIND SUPPORT		
OTHER (Specify)		
Total Revenue		

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CHECKLIST AND ATTACHMENTS

Please ensure that you have collected and completed the following items to submit in your application.

☐ 1. Grant Application Cover Sheet

☐ 2. Project Narrative

☐ 3. Project Budget

☐ 4. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.

☐ 5. List of Board of Directors with affiliations.

☐ 6. Organization's current annual operating budget, including expenses and revenue.

☐ 7. Most recent annual financial statement *(independently audited, if available; otherwise, attach Form 990).*

☐ 8. Letters of support should verify project need and collaboration with other organizations. *(Optional)*

☐ 9. Annual report, if available.