

GRANTEE APPLICATION FORM

To be prepared by the Grantee Organization, along with the Grantee Application Cover Sheet, and submitted to the Family Sponsor. The Sponsor will submit all documents, including the Sponsor Cover Sheet, to the VWCF.

Name of Organization: _____

A grant proposal should be provided to the Sponsor as a PDF. Please label as **[Organization]_[Date]_Grant Proposal.pdf**. The proposal format is as follows (**no more than three pages**):

1. Describe the organization, including a brief summary of its mission statement.
2. Describe the organization's most recent accomplishments and challenges.
3. Describe the specific project to be supported, or for operating requests, describe ongoing operations.
4. Describe the short- and long-term goals for the specific project, or for the organization if requesting operating funds.
5. Explain how the organization intends to measure the "success" of this grant proposal.
6. List other sources of funding, if any, including actual or proposed funding.
7. Explain whether or how the project or organization will proceed if VWCF funding is not received.
8. If the organization received funding from the VWCF in the previous twelve (12) months, please submit a final report using the Final Report form available on the VWCF website.

Please provide the following required documents, as PDFs, to the Sponsor, labeled as indicated:

1. A list of the roles and qualification of staff who will be involved in the specific project (if any) and major operations of the organization. Label as **[Organization]_[Date]_Staff.pdf**
2. A list of the Board of Directors and Officers and their affiliations. What percentage of board members contribute to the organization financially? Label as **[Organization]_[Date]_Board.pdf**
3. A spreadsheet of the organization's budget using the Philanthropy Massachusetts common proposal form budget template available on the VWCF website. If available, please submit a budget for the prior year. Please state costs of administrative and fundraising expenses as a percentage of the total budget. Label as **[Organization]_[Date]_Budget.pdf**
4. A copy of the organization's most recent audit (if available); if the audit is not available, please include a copy of the 990 tax form. Label as **[Organization]_[Date]_Audit.pdf** OR **[Organization]_[Date]_990.pdf**, respectively.
5. A copy of the determination letter from the IRS showing 501©3 tax status. If the organization does not have 501©3 tax status, please provide the determination letter for your fiscal agent. Label as **[Organization]_[Date]_DeterminationLetter.pdf**