



The mission of the Virginia Wellington Cabot Foundation is to benefit mankind through the practice of responsible philanthropy, and to inspire, educate, engage and unify the descendants of Tom and Virginia Cabot in that worthy cause.

SPONSOR COVER SHEET

To be completed by the family member sponsoring a Jimmie or Discretionary grant. If co-sponsoring with another family member, each sponsor must complete their own Sponsor Cover Sheet.

<hr/> Sponsor Name	<hr/> Date
<hr/> Sponsor's Phone	<hr/> Sponsor's E-Mail

Name of Organization: _____

Address: _____

Amount Requested: \$ _____

Grant Type: ☐ Jimmie Grant ☐ Discretionary Grant

Purpose of Request: ☐ General Operating Support ☐ Special Project ☐ Facilities ☐ Endowment

In a compelling, personalized paragraph, please describe why you think this organization, group, or project is worthy of funding (200 word maximum):

Please describe how you learned about this organization. (50 word maximum):

Please describe how funding this proposal advances the VWCF mission. (50 word maximum):

What is your involvement with this organization?

☐ Director/Trustee ☐ Officer ☐ Employee ☐ Volunteer ☐ Donor ☐ No Direct Affiliation

Other (Please specify): _____

If the organization is a school, is your child/grandchild a ☐ student ☐ applicant ☐ N/A

In the interest of practicing responsible philanthropy, please complete the following financial information. This section is intended to help both the sponsor and trustees understand the financial condition of the organization.

The organization provided (check all that apply): ☐ Form 990 ☐ Audited Financial Statement

Balance Sheet:

Current Assets: \$ _____

(Current assets reveal the funds available for the organization to use within a year and are usually composed of cash or assets that can be quickly converted to cash.)

Current Liabilities: \$ _____

(Current liabilities reveal the organization's short-term financial obligations.)

Unrestricted Net Assets: \$ _____

(Unrestricted Net Assets are funds available that can be used by the organization for any purpose. Note: These may contain illiquid net assets, such as buildings and equipment.)

Note: If the balance sheet does not list Current Assets, Current Liabilities or Unrestricted Net Assets, or you are using the Form 990 as a reference instead of an audit, please list the total for each line item: Total Assets, Total Liabilities, Total Net Assets. If using the Form 990, this information can be found on Page 11, Column B, line 16, line 26, and line 32.

Income and Expenses Statement

Total Annual Revenue: \$ _____

Total Annual Expense: \$ _____

Note: If using the audit report, look at income and expenses statement in the audit report. If using the form 990, look at page 9, column A, line 12, and page 10, column A, line 25.

Please note the fiscal year covered by the audit or Form 990: _____

Certification: In submitting this application, I certify as follows:

- a. I have not received, and do not expect to receive, any personal benefit as a result of this grant.
- b. The grant I have requested is not to be used for religious purposes or political purposes (that is, influencing legislation or election to public office).
- c. The organization is a 501(c)(3) public charity.
- d. I am aware that the VWC Foundation may not make grants to organizations that are “controlled by disqualified persons” or for programs that provide “financial benefit” to disqualified persons. According to VWCF policy, disqualified persons are defined as all descendants (including adopted) of Tom and Virginia Cabot, spouses, and spousal equivalents of descendants.

Signature_____ Date_____

Sponsor Checklist: Please review your grantee organization’s proposal carefully and make sure all of the following have been included:

- ☐ **Sponsor Cover Sheet**
- ☐ **Grantee Cover Sheet**
- ☐ **Grantee Application including the following:**
 - ☐ **List of staff qualifications and roles**
 - ☐ **List of board of directors and officers and their affiliations**
 - ☐ **Organization and Project Budgets**
(with administrative and fund-raising percentage of budget listed)
 - ☐ **IRS 501©3 determination letter**
 - ☐ **Most recent Form 990 and/or audit report**

Please note that all sponsor and organizational material must be received by the VWCF office by the deadline.

Revised: February 2021