



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's Cover Sheet, to the VWCF.

Name of Organization: _____

The proposal format is as follows (no more than three pages):

- A. Describe the organization, including a brief summary of its mission statement.
- B. Describe the organization's most recent accomplishments and challenges.
- C. Describe the specific project to be supported, or for operating requests, describe ongoing operations.
- D. List the project's long- and short-term goals and explain how this grant will be used toward these goals and within what time frame.
- E. Explain how the organization intends to measure the "success" of this project.
- F. List other sources of funding, if any, identifying actual or proposed funding.
- G. Explain whether or how this project will proceed if it doesn't get VWCF funding.
- H. If the organization received funding from the VWCF in the previous twelve months, please submit a final report using the Final Report form available on the VWCF website.

The VWCF also requires the following attachments:

- 1. A list of the qualifications and roles of the staff who will be involved in this project, and the involvement of volunteers (if any).
- 2. A list of the Board of Directors and Officers and their affiliations. What percentage of board members contribute to the organization financially?
- 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 fund raising expenses as a percentage of the total budget.
- 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.
- 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.