

Grant Proposal Information

Please write your grant proposal using the following headings (numbers and text). You may use this page as a checklist when preparing the proposal.

I. Background of the Organization

- A. Summarize the organization's history.
- B. State the organization's mission and goals.
- C. List any agencies with which this organization is affiliated.
- D. Describe current programs, activities, accomplishments for the organization.
- E. List the Trustees and Officers of the organization.

II. Description of the Project

- A. Describe the specific need and population to be addressed.
- B. Describe the project goals and objectives.
- C. Describe the project activities that are proposed.
- D. Describe how this project differs from other programs that address the same problem.
- E. State when this project will begin and end.
- F. State when the funding will be needed.
- G. State the long-term strategies for funding this project beyond this grant period.

III. Financial Information

- A. Give a detailed income and expense budget for this project.
- B. Include your most recent annual financial statement (audited, if available).
- C. List other funding sources (foundations, corporations, others) solicited for this project for the current year, and if this is not a new project, for previous years (indicate the amounts requested and status of your proposal with each one).

IV. Attachments

- A. Attach a copy of your IRS determination letter showing 501(c)(3) status and/or an explanation of your tax-exempt status.
- B. Include your most recent Annual Report (if available).
- C. Include brochures, newsletters, letters of endorsement, and news articles, if relevant to your request.
- D. If this is a joint project, include letters of support from the other organizations involved.

Submission of the Proposal

Three copies of the Grant Application and three copies of all supporting documents and must reach the Foundation no later than 12:00 noon on the following dates: March 1, for a decision by June 1; and September 1, for a decision by December 1. The Foundation will not accept proposals through FAX or E-mail and will not consider late proposals. Do not bind the proposal (other than stapling one corner). The Foundation staff will review grant proposals as they are submitted and will notify the organization of missing information. A member of the Board of Trustees of the Wayne County Community Foundation may contact your organization to arrange a site visit and/or request further information. Submit applications to:

Wayne County Community Foundation
517 North Market Street
Wooster, OH 44691
(330) 262-3877