



GRANT APPLICATION INFORMATION SHEET

To submit an application to the Wiregrass Foundation, use the information contained on the Foundation's website to determine if you are proposing a **Project/Program**, making a **Capital Request**, or seeking a **Micro-Grant**. Please do not submit the same project under more than one category.

In preparation to submit an application to Wiregrass Foundation, this information sheet will help explain specific information you will be required to provide during the process.

Organization Information

Provide the requesting organization's legal name, address, tax status/ID, annual budget (for your organization, not for the applied project), and mission statement.

Contact Information

Provide information for the person responsible for submitting the application and the person that will be able to answer any questions the Foundation may have regarding the application.

General Project Information

Provide the general information related to the application to include the project title, budget, amount of grant request from the Foundation, project start date and project end date.

Once this information is provided, you will be required to respond to questions about your specific request. Based on responses, you will be directed to the specific type of request appropriate for your proposal. For each type of proposal, you will be asked to provide the following:

Project/Program Application:

If your application is for a specific project or program, you will be asked the following:

Summary of Project: Provide a summary of no more than 250 words including: the name of the organization, the title of the project, the active partners, the time frame, the total amount of the project and the amount requested of the Wiregrass Foundation, and the primary goals to be achieved.

In narrative form, address each of the questions listed below in the order presented. Each section is limited to 250 words.

a) What is the objective of the program?

Describe the specific community problem or need targeted by the program and what the program is intended to do to alleviate the problem. Include specific evidence, briefly, to support your approach. (See Grant Seekers tab, Evaluation page on this website for more information.)

- b) Who is expected to benefit from the program?
Describe the specific population targeted by the program—who, how many, and the geographic area directly impacted.
- c) What is expected to happen as a result of the program?
Describe the expected outcomes (direct results) of the program in clear, measurable terms, including target dates. (See Grant Seekers tab, Evaluation page on this website for assistance in formulating measurable objectives.)
- d) How will the program work?
Describe the implementation plan for the project. What are the specific tasks and timetables needed to implement the project? If this is a multi-year project, include information for each year of requested Foundation funding.
- e) Who are the key personnel involved with this project?
Describe the qualifications, percent of time allocated to the project, and the duties of all key project personnel including, but not limited to, the individual who will direct the project. If these individuals are not yet employed or contracted, describe the qualifications and the process that will be used to engage these personnel. (The Foundation may request full job descriptions as additional documentation.)
- f) Why will the program work?
Describe the process used to develop this project, with references to related research and/or review of existing models that were considered in the project design. Also describe how partners, the target population, and other stakeholders were involved in the project design.
- g) Why is your organization best suited to operate the program?
Describe the organizational history and experience that is directly relevant to the proposed project. If other organizations provide similar services to the target population, explain how this project differs from the existing programs and/or how this project will collaborate with existing programs.
- h) How will you know if the program is a success?
Describe the specific data indicators and/or benchmarks that will be collected to demonstrate and improve project performance. Include the frequency of data collection and the persons/groups that will be responsible for analyzing and responding to this information.
- i) How will you communicate your program results to the community?
Describe how you will inform all interested stakeholders about the successes and challenges of the program.
- j) How will the program be sustained after the Wiregrass Foundation grant ends?
Describe your plan to identify and secure funding to continue the program. If future grants are part of that plan, be specific about sources and provide evidence that this project is likely to be of interest to that funder.

ATTACHMENTS: Project/Program Proposal applicants are required to include:

1. Board of Directors - *Provide a one-page list of all members of the Board of Directors, the occupation of each, and any known business or family relationships with the Wiregrass Foundation staff or Directors.*
2. Financial Statement - *Provide a copy of the most recent audited financial statement of the organization. If these are not available, provide the most recent internal financial statements.*
3. Budget Form and Budget Detail – *Available to download within the Application.*

Capital Request Application:

If your application is a capital request, you will be asked the following:

Summary of Project: *Provide a summary of no more than 250 words including: the name of the organization, the title of the project, the active partners, the time frame, the total amount of the project and the amount requested of the Wiregrass Foundation, and the primary goals to be achieved.*

In narrative form, address each of the questions listed below. Each section is limited to 250 words.

- a) What is the purpose of the capital project?
Describe the specific community problem or need targeted by the project and how this capital project will alleviate the problem. Include specific evidence, briefly, to support your approach.
- b) What will be built or renovated?
Describe the facility to be built or renovated and how this project directly addresses the stated need.
- c) Why are you requesting support for this project from the Wiregrass Foundation?
Describe how this capital project directly addresses a Wiregrass Foundation zone of interest.
- d) What is the current status of the project?
Describe any work that is already underway (i.e., site selection, purchase, zoning, construction/renovation work already completed or in-process.)
- e) Who are the key personnel involved with this project?
Describe the qualifications, percent of time allocated to the project, and the duties of all key project personnel including, but not limited to, the individual who will direct the project. If these individuals are not yet employed or contracted, describe the qualifications and the process that will be used to engage these personnel. (The Foundation may request full job descriptions as additional documentation.)
- f) Who are the project partners?
Describe the role of key partners assisting with this project. List other key personnel (staff or Board members) providing expertise.
- g) How will the project be completed?
Outline the project tasks and timeline and provide evidence of your organization's ability to meet this timeline. If this is a multi-year project, include information for each year of requested Foundation funding

h) What is the sustainability plan?

Describe fiscal and organizational plans for future operation, maintenance, and upgrading of the new/renovated facility after Wiregrass Foundation funding ends.

If future grants are part of that plan, be specific about sources and provide evidence that this project is likely to be of interest to that funder.

ATTACHMENTS: Capital Project Proposal applicants are required to include:

1. Board of Directors - *Provide a one-page list of all members of the Board of Directors, the occupation of each, and any known business or family relationships with the Wiregrass Foundation staff or Directors.*
2. Financial Statement - *Provide a copy of the most recent audited financial statement of the organization. If these are not available, provide the most recent internal financial statements.*
3. Construction and/or architectural diagrams, drawings, or photos - *If these documents will not attach, please contact the Foundation for further instructions.*
4. Budget Form and Budget Detail – *Available to download within the Application.*

Micro-Grant Application:

Micro-Grants are intended to assist with smaller project, activities, and program development that are important to Wiregrass non-profit organizations and the clients they serve. Micro-Grants are single-year, single-issue, single activity/project opportunities that are started and completed within the calendar year in which the grant is awarded. (Exceptions may be allowed in special cases.)

Organizations are limited to \$10,000 in Micro-Grant awards per calendar year and may not increase this cap by submitting joint applications with other agencies. Each application should address one specific project or activity for which support of \$10,000 or less would be beneficial. Organizations are encouraged not to submit a list of multiple, unrelated items that total \$10,000. Some reporting on Micro-Grant awards will be required by the Foundation, but it will be direct and minimal. Report requirements will be discussed with the organization at the time of the award. A staff member also will be a liaison with the organization for this award and will likely visit the organization during the year. The Foundation's investment in education is substantial, therefore, individual schools may not apply for Micro-Grants. Receipt of a Micro-Grant award does not preclude an organization from submitting a request under the regular grant program.

The Micro-Grant application will request:

1. Choose Category - *Choose one category from the list shown that best describes the project or item.*
2. Proposed Project Budget – *Available to download within the Application. The totals should match the amount of the project and the amount requested in the application shown in Micro-Grant Project Information section of the application. If the request involves equipment purchase, attach a quote from the vendor that details the item to be purchased and the actual cost. Request amount should match the quote amount.*
3. Executive Summary of Project – *Provide a summary of no more than 500 words describing the need for the project, how the project benefits the organization, the population impacted, the expertise of the organization to conduct the project, possible duplication of the project in the area, and what the*

organization expects will be at lease one tangible indicator of project success.

ATTACHMENTS:

1. Board of Directors - *Provide a one-page list of all members of the Board of Directors, the occupation of each, and any known business or family relationships with the Wiregrass Foundation staff or Directors.*