



Community Grant Application Cycle 2 COVID-19

The grants committee requests a typed-out application using this form or you can use our online application which will be open on our website one month before grant deadlines. If using this form and responding to check box areas, double click the check boxes and choose default value "checked."

Submission Check List

✓ Review project with Foundation staff prior to submission.	✓ Complete summary page.
✓ Complete grant questions.	✓ Complete and attach all requested supplemental information.
✓ Include an endorsement letter from a Board member.	✓ Sign agreement page.

Section 1: Summary Page

Date:		Cycle 1 Due August 1	
Organization:		Type of organization (choose one):	
EIN:		<input type="checkbox"/> 501(c)3	<input type="checkbox"/> Government Agency
Contact Name:			
Address:			
Email:		Phone:	
		<input type="checkbox"/> Fiscal Agent (list):	

Summary of Need:			
Grant Amount Requested:	\$		
Did your organization receive Payment Protection Program (PPP) funds?	<input type="checkbox"/> no <input type="checkbox"/> yes		
Is your organization in danger of folding due to the implications related to COVID-19?	<input type="checkbox"/> no <input type="checkbox"/> yes Comments:		
Have you received a grant from WCF in the past 3 years?	<input type="checkbox"/> no <input type="checkbox"/> yes (please list years known)		



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Section 2: Narrative Requirements

Please address each of the following:

INCOME NEED: Please describe the loss of income and/or increase in need your organization is facing due to COVID-19 since March 15.

- If you are requesting money from loss of income, please include the last three years of income from that event, program or grant and budgeted amount for 2020. Include any way your organization plans to adjust for the loss.
- If you are requesting funds due to an increase in need for services, please include history of clients served for the past three years and the increase of numbers this year.

EMPLOYEES: Describe the impact COVID-19 has had on the number of employees you employ.

In your narrative, be aware of the **criteria** that the committee will use for reviewing your application. Please refer to the grant guideline information for details on the criteria for ranking located on our website.



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Section 3: Attachments

Along with your application, please attach:

1. Most current 990.
2. Current budget and updated budget (if available) relating to the grant request.
3. Include a short letter from a Board member endorsing the request and need.

Will your organization accept a grant if it is only partially funded? Yes No

Comments:



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Section 4: Agreement – Signatures Required

In submitting the application, the applicant agrees to the following:

- The applicant will spend funds solely for the purposes stated in the application. The applicant will refund any unused funds or those that are used outside of those purposes. In addition, if **requested**, the applicant will submit a final report in a format provided by the Foundation, which may include a financial statement documenting the expenditure of grant funds.
- The applicant realizes that payment of the funds granted will be at the convenience of the Foundation, including cancellation of the grant and/or modification of previously agreed upon payment schedules should such cancellation or modification be deemed necessary by the Foundation.
- The applicant understands that the Foundation, in researching this grant application, may review any and all of the information submitted with advisors of the Foundation's choosing, if deemed necessary by the Foundation.
- The applicant will recognize the Foundation in all appropriate publicity connected to the applicant program.
- The applicant understands that by submitting this application to the Foundation for review, a grant is not guaranteed.

Organization Staff or Executive Director:

Signature:			
Print Name:		Title:	
Date:			

Since this is a new community grant focus, after submitting your application, we may ask for additional information. We appreciate your patience and understanding.