

## Grant Application September 2011

*If not submitting via email, please provide two (2) hard copies of the information.*

**Date of Application:**  
2011

**Application Deadline:** NOVEMBER 18,

### I. SUMMARY INFORMATION

<i>Name of Organization</i>	<i>Legal name, if different</i>			
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification (EIN)</i>		
<i>Phone</i>	<i>Fax</i>	<i>Web Site</i>		
<i>Name of contact person re: application</i>	<i>Title</i>	<i>Phone</i>	<i>Email</i>	
<i>Is your organization an IRS 501(c)(3) not for profit? (check one)</i>		<i>Yes</i>		<i>No</i>

### Proposal Information

*Please give a 2-3 sentence summary of request:*

<i>Population served:</i>	<i>Geographic Area Served:</i>
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<i>Funds are being</i>
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<i>requested for (check one):</i>	General operating support		Start-up costs		Capital	
	Project/program support		Technical Assistance		Other (list)	

<i>Project dates (if applicable):</i>		<i>Fiscal year end:</i>	
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### **Budget**

<i>Dollar amount requested:</i>	
<i>Total annual organization budget:</i>	
<i>Total project budget (for support other than operating):</i>	

## **II. ORGANIZATION INFORMATION**

Provide a brief summary of organization history, including the date your organization was established.

Provide a brief summary of organization mission and goals.

Briefly describe the organization's current programs or activities, including any service statistics and strengths or accomplishments.

List your full-time paid staff, part-time paid staff and volunteers.

List your organization's top five (5) income sources and include amounts.

List total amounts of government funding (federal, state or municipal grants) received during last two fiscal years.

## **III. PURPOSE OF GRANT**

Please explain the purpose of the funding request.

Please include a statement of program/project objectives or ways in which you will meet the goal(s).

Describe how the proposed activities will benefit the community in which they will occur.

What is the time frame in which this will take place?

List names, qualifications and experience of persons who will be primarily responsible for implementation of the program. If they have other duties, include the approximate time that the individual is committed to this project.

If we are only able to partially fund your request, will you be able to proceed with your project or program with support from other sources?

What are your long-term funding strategies (if applicable) for sustaining this effort?

## **IV. EVALUATION**

Please describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects. How will you measure these changes?

#### **V. ATTACHMENTS**

Please provide the following attachments with your application:

1. Finances:-

Most recent financial statement from most recently completed year, audited if available, showing actual expenses;

Organization budget for current year, including income and expenses;

Project budget for the specific project or program for which you are applying, with all needs detailed and prioritized;

Additional sources of funds: List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources have committed or are pending.

Your board members and their affiliations.

2. A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c)(3) status.

3. Latest Annual Report, or, if unavailable, a statement describing the organization's purpose and achievements.

#### **VI. VOLUNTEER HELP**

The WYWL is made up of a diverse group of women. Some of our members work full or part time, some are students, and some are full-time mothers or homemakers.

From time to time, our members welcome the chance to help different organizations with one-time, self-contained projects lasting several hours or one day. We also welcome the chance to involve our children in Community Service.

If your organization can use volunteer help and/or has a need for donated items, please let us know how we can assist you.

**Please email completed application to HYPERLINK  
"mailto:wywlwam@gmail.com" [wywlwam@gmail.com](mailto:wywlwam@gmail.com) or send via mail  
to:**

**Ways and Means Chairperson  
Westport Young Woman's League  
44 Imperial Avenue  
Westport, CT 06880**

**Application must be emailed to HYPERLINK  
"mailto:wywlwam@gmail.com" [wywlwam@gmail.com](mailto:wywlwam@gmail.com) or postmarked  
no later than the application deadline of NOVEMBER 18, 2011.**

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