



306 So. BARSTOW, SUITE 104, EAU CLAIRE, WI ~ 715-552-3801 ~ FAX 715-552-3802

**GRANT APPLICATION**  
**Grant Application Deadline July 31, 2009**

*Please submit the original plus eight copies of your grant application (3-hole punched) and one set of the required attachments.*

**APPLICANT INFORMATION**

Date submitted: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Organizational Website: \_\_\_\_\_

**PROGRAM INFORMATION**

Name of Program: \_\_\_\_\_

Brief Description of Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Program Budget: \_\_\_\_\_

Date Program will begin: \_\_\_\_\_ Date Program will end: \_\_\_\_\_

Area of our Mission Statement that your project addresses:  Women  Children  Women & Children

How many people will this project serve? \_\_\_\_\_ Please explain: \_\_\_\_\_  
\_\_\_\_\_

Geographic area served: \_\_\_\_\_

Has this project has been authorized by your agency's governing board:  Yes  No



## PROPOSAL AND ATTACHMENTS

Please submit the original plus 8 copies of your **PROPOSAL** for funding (5 typed, single-spaced pages **maximum**, all 3-hole punched). You should include:

(1) Organization Description

- Mission statement

(2) Proposal Description

- Concise description of the proposal and the reasons why it is needed

(3) Budget

- Detailed budget for the proposal (income and expenses) including all secured and anticipated funding sources and in kind contributions if this funding request is part of a larger project

(4) Proposal Detail

- Is this a new program, an enhancement of a current program, or continuation of an existing program?
- Are there similar programs in the community? If so, how is yours different?
- How will your proposal address the Grant Criteria?
- What community problem does your proposal address?
- Who are the planned participants for the proposal (number, ages, and geographic area served)?
- What do you hope to accomplish with this proposal? What may be obstacles to success?
- What impact will your proposal have on the community?
- Provide a timeline of proposed activated and events?
- What are the proposal's goals and how will they be evaluated?
- How will you determine if the proposal is successful?
- How will you ensure that the positive outcomes of the proposal can be sustained?

(5) Organizational Information

- What experience does your organization have that will support the proposal's success?
- How will your organization staff and manage the proposal?
- How does the proposal help your organization meet its mission?
- How does your proposal utilize volunteers? (If volunteer assistance is not used, please explain why.)

**REQUIRED ATTACHMENTS:** (Submit 1 copy of each in the following order)

- Board of Directors/Trustees (name, occupation, years with organization)
- Organization's current operating budget including all current funding sources and amounts
- IRS documentation of organization's 501(c)(3) status or other documentation of not-for-profit status
- Most recent audited financial statement or Form 990 for your organization
- Annual report or other printed organizational information (Please limit to two pieces)