Wisner Family Foundation

Grant Application Format

*Please provide the following information in this order. Use these headings and numbers provided in your own word format, thus leaving flexibility for length of response*.

*A. Narrative*

1. Executive Summary

* Begin with a half-page executive summary. Briefly explain why you or your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

* Statement of needs/problems to be addressed: description of target population and how they will benefit.
* Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
* Timetable for implementation
* List of any partners in the project and their roles.
* Description of the qualifications of key staff and volunteers that will ensure the success of the program or project.
* Long-term strategies for funding this project at end of grant period.

3. Evaluation

* Plans for evaluation including how success will be defined and measured
* Description of the active involvement of constituents in evaluating the program

4. Budget Narrative/Justification

* Grant budget (attach)
* A plan (attached) that shows how each budget item relates to the project and how the budgeted item will be replicated
* List of amounts requested of other foundations, corporation and other funding sources to which this proposal has been submitted
* List of priority items in the proposed budget, in the event that we are unable to meet your full request

5. Organization/Individual Information

* Brief summary of organization or individual’s history
* Brief statement of organization or individuals mission and goals
* Description of current programs, activities and accomplishments
* Organizational chart, including board, staff and volunteer involvement

*B. Attachments*

1. A copy of the current IRS determination letter indicating 501©(3) tax-exempt status (only for organizations)

2. List of Board of Directors (only for organizations)

3. Finances

* Organization’s current annual operating budget, including expenses and revenue
* Most recent annual financial statement (or attaché Form 990)

4. Annual report if available