

Webster Five Foundation

Application for Grant

Name of organization: _____

Street Address: _____ City/State/Zip _____

Tax exempt ID number: _____ Date established: _____

Purpose of Organization (include a brief description of service provided or attach brochure, etc.):

Geographical area served: _____

Name of Executive Director and brief biography (or attach resume):

What percentage of your total operating budget is spent on:

Fundraising: _____ %
Administration: _____ %

What percentage of your funding comes from:

United Way _____ %
Government _____ %
Membership _____ %
Donations:
 Individual's _____ %
 Business _____ %
 Foundations _____ %
Other _____ %

What percentage of the amount requested in this application will be used to support individuals from low to moderate income families?

_____ %

Please enclose:

- Most recent Financial Report (include recent balance sheet)
- Copy of IRS 501(c)(3) Letter (Verifying tax-exempt status)
- List of Board Members

Signature of Executive Director

Date

Webster Five Foundation

Proposal

Name of organization: _____

Amount requested: \$ _____

Date funding desired: _____

In two or three pages please describe the need or project you have identified and how you intend to serve that need. Your proposal should include the following information:

- Date(s) of proposed need or project
- Total Budget of need or project
- Other anticipated sources of funding
- Geographic area to be served
- Project Director's name, address and telephone number
- Project location
- Anticipated benefits
- Your means of evaluation

Webster Five Foundation

Guidelines For Request

- No applications will be accepted unless provided in writing describing the agency or organization as required in our Application for Grant and Proposal forms.
- Applications must be received by the 15th of the month preceding the quarterly Board of Directors meeting to be considered at that meeting.
- Proposals will not be presented to the Board of Directors until all the required information is received.
- If deemed necessary, a representative of the requesting organization may be asked to appear before the Board of Directors.
- The Board of Directors will act on all applications in a timely manner. Applicants will receive written notification of any action taken.
- The Executive Director will review any request made as an emergency where the applicant needs funding for an immediate purpose. If deemed appropriate, the Executive Director may then request a special meeting of the Board.
- Repeat requests (2 or more consecutive years) are discouraged. The repeat request for funding should be well documented.
- Unusual or emergency circumstances will be considered on a case-by-case basis.

Proposed 2011 Calendar of Meetings

January 6
April 7
July 7
October 6

Applications and questions should be addressed to:

Karen Kempeskie-Aquino, Executive Director
Webster Five Foundation
10 A Street
Auburn, MA 01501

Telephone: 800-696-9401