

*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

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*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 15<sup>th</sup> 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 2010 Calendar of Meetings*

January 7  
April 1  
July 1  
October 7

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