



Application for Grant

Name of organization: _____

Mailing Address: _____

Tax exempt ID number: _____ Date established: _____

Amount Requested \$ _____ Date Funding Desired: _____

Purpose of Organization (include a brief description of service provided):

Geographic area served: _____

Name of Executive Director/President: _____

Contact Person (if other than above): _____

Email Address: _____ Phone Number: _____

Website: _____

What percentage of your total operating budget is spent on: Fundraising: _____%
Administration: _____%

What percentage of your funding comes from: United Ways _____%
Government _____%
Membership _____%
Individual Donors _____%
Corporate Giving _____%
Foundations _____%
Other _____%

*REQUIRED Applications will not be considered if this question is not completed: What percentage of the amount requested in this application will be used to support individuals from low to moderate income families? (If income is not tracked, please estimate the percentage.) _____%

Signature of Executive Director/President _____

Date _____



Guidelines for Request

Proposal Submission Guidelines:

- Please type all proposals
- Please do not alter the format of the application
- Preferred method of delivery is email*
- All attachments should be in the order below in PDF format
- Applications may be submitted by mail, in the numbered order below
- Mailed applications should not be stapled or bound and only one copy is needed
- **DEADLINES:** The Foundation Board of Directors meets quarterly in January, April, July and October. Applications must be *received* by the 15th of the month preceding the quarterly Board of Directors meeting.

Completed Proposal Requirements (in this order):

1. Page 1 of this application (completed and signed)
2. Proposal Narrative (see instructions below)
3. Executive Director/President's brief biography or resume
4. Most recent complete fiscal year end financial statements (accountant reviewed or audited preferred)
5. Interim/unaudited Profit and Loss Statement and Balance Sheet dated within the past 90 days and a brief explanation of the organization's current financial position
6. List of board of directors
7. Copy of IRS 501(c)(3) Letter (verifying tax-exempt status)

Proposal Narrative Instructions:

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 organization and project/need, if applicable
- Other anticipated sources of funding
- The impact to the proposed project or need if the request is only partially funded
- Project Director's name and contact information
- Project location, goals, and geographic area to be served
- How the services provided directly benefit Webster Five's delineated community
- Your means of evaluation

Applications and questions should be addressed to:

Monica Thomas-Bonnick, Executive Director

Webster Five Foundation

10 A Street

Auburn, MA 01501

Email: foundation@web5.com*

Telephone: 508-438-3555

Additional Guidelines:

- No applications will be accepted unless provided in writing and following the guidelines above.
- Applications will not be presented to the Board of Directors until all the required information is received.
- If deemed necessary, a representative 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.
- Additional Guidelines may be found on our website www.web5.com

*** We will confirm receipt of all applications sent via email. If you do not receive a confirmation from us within two business days, please call and ask to speak with the Executive Director.**