



WIREGRASS FOUNDATION GRANT APPLICATION AND GUIDELINES

Wiregrass Foundation will begin 2024 with a new grant application system. All applicants are required to register and begin a new account. All applications, Award Agreements, emails, and reporting will be done electronically. If your organization meets the following guidelines, you are eligible to apply.

ELIGIBILITY QUIZ

1. Your organization must be a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code or a state college or university. See [IRS.gov](https://www.irs.gov) for exempt organization types.
2. Organizations must have been in existence for two years or more.
3. The request purpose must fit into one of the program areas funded by Wiregrass Foundation: Health, Education, or Quality of Life.
4. The request must serve populations within the Alabama counties of Houston, Henry, Dale, and Geneva.
5. It is not WF's policy to fund churches, political organizations or causes, social welfare, individuals, ongoing operating expenses, start-up expenses, or statewide or national projects. School systems may apply; however, funding for individual schools will not be considered.

IT IS OUR POLICY NOT TO FUND:

- Private foundations, supporting organizations, or publicly held corporations, limited liability companies, or partnerships.
- Churches, political organizations or causes, grants outside of the defined service area, individuals or fraternal bodies, ongoing operating expenses, national or statewide organizations, fundraisers, and individuals.

GRANT APPLICATION DEADLINES

Wiregrass Foundation considers applications four times per year at its April, June, August, and October Board of Directors meetings.

Applications are due by Noon on the deadline due date. Due dates that fall on a holiday or weekend are due the next business day by Noon.

APP DEADLINES:	For Consideration at the Board Meeting in:	Application Submitted by:
	April	March 1
	June	May 1
	August	July 1
	October	September 1

If you have any questions, please contact Tina@WiregrassFoundation.org or Cindy Bedsole Cindy@WiregrassFoundation.org

BEFORE YOU BEGIN

All applicants are advised to review the tutorials provided by Foundant Technologies, the new grant application system used by WF. Click [here](#) for the tutorials. The tutorials are also located on the WF [website](#) under the menu *Grants*.

- Correspondence to applicants is sent through the WF grant system communications portal. Please add administrator@grantinterface.com to your safe senders list to ensure you receive all communications.
- All applicants must have an account with WF online grant application system. To set up or to access your account or saved applications, log in at www.grantinterface.com/Home/Logon?urlkey=wiregrassfdn.

APPLICATION PROCEDURE SUMMARY

- Step 1: All applicants must complete the registration. This includes applicants registered in the previous WF grant system.
- Step 2: Applicant reviews the 2024 Grant Application Guidelines and confirms compliance in the Eligibility Quiz.
- Step 3: Applicant completes the grant application and submits all required documents according to the posted deadline. During the grant application process, please remember that ex-parte contact or “lobbying” of Wiregrass Foundation Directors will likely create a conflict of interest for the Director, which could result in an abstention from voting on your application.
- Step 4: WF staff conducts the initial screening to ensure the application meets basic eligibility criteria, is feasible, aligns with the WF mission, has impact potential, and is financially viable. Non-compliant applications may be disqualified at this stage, and the applicant will be notified as soon as possible.
- Step 5: Applicant is notified if their application qualifies for Board consideration. The applicant is contacted within one business day of the Board’s decision.
- Step 5: Once a grant is awarded, WF staff contacts the Grantee, and an official Award Letter and Award Agreement is executed electronically. Grant payment schedules are communicated at this stage.
- Step 6: The Grantee is instructed to complete required reports based on the application’s goals and outcomes.
- Step 7: Following the fulfillment of the Award Agreement terms, the Grantee is notified by WF staff that the grant is officially closed.

Wiregrass Foundation staff is always available to answer any questions you may have during the application process and through the grant term. The Grantee is encouraged to contact Cindy Bedsole, VP of Programming, if: 1) any portion of the grant funds are used for a purpose other than the purpose stated in the Application and Award Agreement; 2) if the program or project changes at any point; or, 3) the Grantee becomes aware that the purpose of the grant has been changed.