All requests (Capital, Program/Project, and Micro-Grant) use the same application form. When completing the application, please follow the instructions as it relates to your type of application. All applicants must pass the eligibility quiz to continue with the application process.

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:

- **April**
- **June**
- **August**
- **October**

<table>
<thead>
<tr>
<th>Request Deadline</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>March 1</td>
</tr>
<tr>
<td>June 1</td>
<td>May 1</td>
</tr>
<tr>
<td>August 1</td>
<td>July 1</td>
</tr>
<tr>
<td>October 1</td>
<td>September 1</td>
</tr>
</tbody>
</table>

### ELIGIBILITY QUIZ
All applicants must pass the eligibility quiz to determine if the organization is eligible for funding through Wiregrass Foundation.

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. Request purpose must fit into one of the program areas funded by Wiregrass Foundation: Health, Education, 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, statewide or national projects. School systems may apply, however, funding for individual schools will not be considered.

### BEFORE YOU BEGIN
- Correspondence to applicants is sent through the WF grant system communications portal. Please add mail@grantapplicaiton.com and mail@gogifsonline.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 an account, or to access your account or saved applications, log in at [https://www.GrantRequest.com/SID_1694?SA=AM](https://www.GrantRequest.com/SID_1694?SA=AM).

### ORGANIZATION INFORMATION
- **Organization Name:** Organization providing the services.
• **Organization legal name (if different):** Legal name as it appears on your IRS Determination Letter or tax documents.

• **Organization Tax ID:** Internal Revenue Service tax identification number shown on tax documents.

• **Tax Status:** See [IRS.gov](https://irs.gov) for exempt organization types. (Ex: 501(c)(3)), or as shown on your IRS Determination Letter or tax documents.

• **Organization mailing address:** All correspondence and payments will be mailed to this address.

• **Executive Director:** Person in your organization responsible for authorizing agreements.

• **Organization annual operating budget:** Provide the organization’s estimated annual budget (not the project request).

• **United Way:** Check the box if your organization receives funds from United Way.

• **Tell us about your organization and its mission:** Organization mission statement and/or a summary of your purpose.

• **Current program activities:** Summarize the programs or projects your organization currently provides.

• **Organization’s past accomplishments:** Provide at least one achievement that sets your organization apart from the rest or a recent success you would like to share.

**CONTACT INFORMATION**

• **Contact Information:** Provide the name and contact information for the person WF will contact for application-related questions.

• **Mobile Phone:** Provide a cell number if you wish to be contacted at this number, to include text messaging.

**REQUEST BUDGET AND CLASSIFICATION**

• **Project Budget:** This budget is for the entire project, not only the amount requested from WF. This is not the organization’s budget. This information should be detailed on the Budget Form provided at the end of the application in Attachments.

• **Requested Amount:** This is the amount requested from WF only, not the entire project (unless you are requesting the full amount of the project from WF).

• **Project Title:** Name the project in 15 words or less. The Project Title will be used as reference in the Award Agreement and correspondence.

**NOTE: WF does not reimburse for projects completed before this funding request.**

• **Program Area:** Choose one of the WF program areas that best fits your request.

• **Type of Support:** Choose the one that best fits your request:
  
  o **Capital:** Requests include equipment purchases, building renovations or construction, etc.
  
  o **Program/Project:** Requests include programs provided to address a problem or need in the community (educational, health-related, or quality of life), or a one-time project or purpose not discussed in capital purchases.
1. **Geographical Area Served:** Projects funded must be within the WF service area or serve individuals within the service area.

2. **Project Start Date:** The date the project is expected to begin; (not before the date of the funding request).

3. **Project End Date:** When is the program/project expected to end or close. Consider possible delays for products, construction, etc.

**PROJECT INFORMATION**

**REQUEST DETAIL:** Provide your detailed information for the following questions:

1. **Describe the specific community problem and population targeted by your request.**
   Note the problem you plan to address and how the funds, if approved, will be used to help alleviate the problem (children, teens, adults, whole families, etc.). If you have supporting documentation, explain.

2. **Project Description:** Provide details regarding the design and strategy of your proposal. Provide enough detail for the reviewer to follow the intent and solution to the problem explained in question #1.

3. **Describe the proposed timeline. Include key benchmarks and dates.**
   Provide the dates and expected benchmarks you want to accomplish. This would include construction deadlines, program testing, etc. Examples:
   - Capital Purchases - provide the expected delivery of equipment and expected date it will be in use. If the purchase is to be used for services, when will the new services begin?
   - Capital Projects - provide the date construction is expected to begin and end.
   - Programs - provide dates of specific milestones or goals for the program (registration, final testing, outcomes, etc.)

   For requests of less than $10,000 (considered a Micro-Grant) skip to Question 9.

4. **Similar Services to similar population:**
   If other local organization(s) provide similar services to the same target population, explain how yours differs and/or how this project will collaborate with existing programs.

5. **List partners/funders working with you on this project. Contributors may be monetary, in-kind, professional expertise, etc.**
   List those individuals (not staff or professional contracts) or organizations working with you on this project, their specific roles, and how their contribution impacts the overall goal of the project. Contributions may be monetary, in-kind, professional expertise, etc. **Provide specific details of each contribution on the budget form requested in Attachments at the end of the application.**
6. **List key staff involved with this project. Attach resumes for contracted professionals.**
   If the project is providing special training or requires contracted professionals, the resume will provide the qualifications of those responsible for providing specific services.

7. **If this project has developed in phases, where is the project now, and how has it been funded to his point? (If this does not apply, skip to the next question.)**
   Examples:
   - Construction - has the land been purchased or other preliminary work completed?
   - Programs - has registration started?
   - If WF funds complete the program, why do you need the funds to complete it? Are other grants pending?

8. **Describe your plan for the sustainability of the project after WF grant funds are exhausted.**
   Examples:
   - Program grants - How do you plan to continue the program after this funding is over? Will other grants be used to continue?
   - Capital grants - How do you plan to maintain the equipment or operations once this funding is over (maintenance, software licenses, operating funds, etc.).

9. **How will you know if the project is a success?**
   List the desired measurable outcomes of this project and the anticipated timeline for each. Provide the dates for each step of the project and the goal for each step through completion.
   Examples:
   - Program - xx registrations expected by xx date, and xx participants to complete the program by xx date.
   - Capital - equipment ordered on xx date and in full use by xx date; or construction contractor to be chosen by xx date, construction to begin xx date, completed by xx date.

**REQUEST SUMMARY**
For each of the questions below, provide up to three bullet points to summarize your grant request.
- What is the problem being solved?
- How will the project address the problem?
- Who are the other partners/funders of this project?
- How will the project be evaluated?
- What is the sustainability plan for this project?

**ATTACHMENTS**
Scan all required documents listed below and upload them in the Attachment section of the application under each applicable section. All file types are allowed, a limit of 50 MB per upload.

- **Board of Directors** - Provide a one-page list of all members of the Board of Directors, the occupation of each, and any known business or family relationships with the Wiregrass Foundation staff or Board.
- **Financial Statement** - Provide a copy of the most recent audited financial statement of the organization. If these are not available, provide the most recent internal financial statements or budget.
• IRS 990 or similar - Most current 990 or other tax document.

Budget Form and Budget Detail - budget for this request only, not the organizational budget
• Choose the click “here” to download the WF budget form.
• Complete the budget for your request, save, and upload back to the application.

Miscellaneous Documents used to support your request not addressed above - upload documents for miscellaneous information needed for your request. Please upload in one file (50MB file size limit). Following WF staff review, you will have a chance to provide more documentation if needed. Examples:
• Equipment/Furniture Quotes
• Construction drawings, contractors quote or contract, photos, etc.
• Letters of Support if needed.
  o Projects or programs provided on school grounds require letters of support from the school system superintendent.

OTHER INFORMATION
Once your application is submitted, you will receive an email noting the submission. The time shown on the email is Eastern Time. Please do not wait until the last minute to submit your application. WF may not receive the application into our system at the same time due to technical issues on the application platform.