

WASECA AREA FOUNDATION

Grant Application Form

Application submitted to: (Check appropriate Foundation/Fund)	Date of Application
Due March 31st	
Waseca Area Foundation Family of Funds (<i>WAF Grant Review Committee will determine what fund is best suited for your grant request</i>)	
New Richland Area Foundation Fund	
Due September 30th	
E.F. Johnson Foundation	
Janesville Area Foundation	

*Note: Please review requirements at end of application. Providing feedback and input will have an impact on future grants given.

Organization Information

<i>Name of organization</i>	<i>Legal name, if different</i>		
<i>Address</i>	<i>City, State, Zip</i>		
<i>Phone</i>	<i>Fax</i>	<i>Web site</i>	
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of Supervisor/Decision Maker regarding this app</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

EIN Number: _____

* Applicant must also submit letter of exemption from IRS to WAF office

Proposal Information

Please give a 3-5 sentence summary of request including the purpose, how the money will be spent, and what the expected impact of the project will be.

Dollar amount requested: _____ \$ _____

Authorization

Name of Supervisor/Decision Maker approving request: _____

Signature _____

Director of Technology Signature

**Only applies to school applicants requesting funds for technology*

Project Description – Detailed Summary

Include what will be done & how, by whom, and the timeframe including ending date. Also indicate how the proposed activity will benefit the community in which it occurs. Describe the criteria for evaluating the project's success.

Project Budget

Feel free to attach a budget narrative explaining your numbers, if necessary.

Income

*Please **ONLY include** income for the project for which grant is being requested.*

Source of Money for Project	Amount Secured or Committed	Amount Pending	If Pending-Date Receipt Anticipated	Is Receipt of this Grant Dependent Upon Receiving Matching Funds?	
				Yes	No
Government Grants:					
	\$	\$			
	\$	\$			
Foundations:					
	\$	\$			
	\$	\$			
Corporations:					
	\$	\$			
	\$	\$			
Other: (specify)					
	\$	\$			
	\$	\$			
Total Income for Project:	\$	\$			

Expenses

*Please **ONLY include** expenses for the project for which grant is being requested.*

Item	Amount
Salaries, wages, & benefits incurred for this project	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing and copying	\$
Postage	\$
Consultant and professional fees	\$
Other Expenses (specify):	
	\$
	\$
	\$
	\$
Total Expenses for Project:	\$

Additional Attachments and Requirements

1. A copy of the applicant organization’s most recent letter of exemption from the Internal Revenue Service demonstrating that it is an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, and stating whether or not it is a private foundation must be attached to each grant request.
2. Any news media release needs to state: “(Name of the project) is made possible by a grant from the *(EF Johnson, Waseca Area Foundation, Janesville Area Foundation, New Richland Area Foundation, Beautification Fund, Barb Penny Youth Fund, etc.)*.” Pick the source.
3. I agree to include the following acknowledgements on all programs, printed materials, posters, and advertising: “This event is made possible in part by a grant from the Waseca Area Foundation.” (Choose the appropriate Foundation/Fund shown on top of cover page.)
4. A brief report summarizing outcomes and impact of grant would be appreciated shortly after ending date of the project. Project pictures are encouraged, and we request they be submitted with your summary report for possible use in the Waseca Area Foundation annual report.
***Providing feedback and input will have an impact on future grants given.**
5. By accepting the grant monies, you are agreeing to the Waseca Area Foundation using information, feedback and/or pictures related to your grant for our newsletters, articles and/or reports in an effort to share the impact of the Waseca Area Foundation.

Please send to WAF office at: *501 E Elm Ave, Waseca, MN 56093 or by email to Amy Potter, pota@waseca.k12.mn.us.*