

# WASECA AREA FOUNDATION Grant Application Form

	Application submitted to: (Check appropriate Foundation/Fund)	Date of Application
	Waseca Area Foundation (Due March 31 <sup>st</sup> )	
	E.F. Johnson Foundation (Due September 30 <sup>th</sup> )	
	Janesville Area Foundation (Due September 30 <sup>th</sup> )	
	New Richland Area Foundation Fund (Due March 31 <sup>st</sup> )	
	Barb Penny Youth Fund (Due March 31 <sup>st</sup> )	
	Beautification Fund (Due March 31 <sup>st</sup> )	
	Waseca Bluejays Public Schools Foundation Fund(Due March 31 <sup>st</sup> )	

## 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>Employer Identification Number (EIN)</i>	
<i>Name of top paid staff</i>		<i>Web site</i>	
<i>Title</i>		<i>Phone</i>	
<i>Name of contact person regarding this application</i>		<i>E-mail</i>	
<i>Title</i>		<i>Phone</i>	
<i>Name of contact person regarding this application</i>		<i>E-mail</i>	

Is your organization an IRS 501(c)(3) not-for-profit? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If no, is your organization a public agency/unit of government? \_\_\_\_\_ Yes \_\_\_\_\_ No

## 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.

### Budget

Dollar amount requested: \$ \_\_\_\_\_

### Authorization

Name and title of top paid staff or board chair: \_\_\_\_\_

**Signature** \_\_\_\_\_

**Director of Technology Signature** \_\_\_\_\_

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

## Project Budget

**Please only include income allocated for the project for which grant is being requested.** Feel free to attach a budget narrative explaining your numbers, if necessary.

### Income

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

### **Project Description**

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.

## Expenses

**Please only include expenses allocated for the project for which grant is being requested.** Feel free to attach a budget narrative explaining your expense item, if necessary.

Item	Amount
Salaries, wages, & benefits for administrative support*	\$
Salaries, wages & benefits for program services or project implementation*	\$
<b>Subtotal</b>	
Travel	\$
Equipment	\$
Supplies	\$
Printing and copying	\$
Telephone	\$
Postage	\$
Consultant and professional fees	\$
<b>Other Expenses (specify):</b>	
	\$
	\$
	\$
	\$
<b>Subtotal</b>	\$
<b>Total Expenses for Project:</b>	\$

**\*Please only list the portion of salary and wages that are allocated to the project for which grant money is being requested. Note: Waseca Area Foundation and E.F. Johnson Foundation, in general, do not provide grant money to cover operating expenses.**

### **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, By-the-Grace-of-God Fund of New Richland).*” 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.

Please send to WAF office at: *501 E Elm Ave, Waseca, MN 56093* or by email to Karen Buum, [buuk@wasesca.k12.mn.us](mailto:buuk@wasesca.k12.mn.us).