

Wilburforce Foundation

Organizational Grant Application

Our Organizational Grants are intended to fund short-term projects and programs that build the capacity of your organization. Capacity-building involves strategic investments in your organization that increase its sustainability and effectiveness, including, but not limited to:

- Strategic planning and evaluation
- Resource development, such as revenue diversification, major donor campaigns
- Membership development, such as recruitment or retention, mobilization in program work
- Technology improvements, such as computer and software upgrades, internet advocacy, new equipment
- Board and Staff development, such as trainings, workshops, conferences

The maximum Organizational Grant award is \$15,000.

Instructions

1. Submit a brief **Cover Letter** on the applicant organization's letterhead.
2. Complete the one-page **Organizational Grant Application Cover Sheet** (included below).
3. Attach **Proposal Narrative** that follows the outline below. Limit your responses to no more than two (2) single-sided pages (one sheet if double-sided).
 - A. Please describe your organization's mission, and how it relates to the goals of Wilburforce Foundation.
 - B. Provide a statement that clearly describes the problem, issue or need that you plan to address.
 - C. What are you proposing to do via an Organizational Grant to address this need? Briefly describe the proposed activities and timeline for carrying out this work.
 - D. What are the anticipated benefits of receiving this grant?
 - E. How would this grant help strengthen your organization?
 - F. One year from now, how will your organization have improved as a result of this grant?
4. **Attachments:** All of the following must be included. If applicable, please provide this information for both Applicant and Project organizations (see Grant Application Cover Sheet for more information).
 - Organizational mission statement
 - A budget for the project described in the proposal, with separate columns showing 1) revenue & expense, and 2) how requested funds will be used. Please show both secured and anticipated sources of income for this project.
 - 12-month financial statement showing revenue and expense for your most recently completed fiscal year
 - Most recent monthly or quarterly financial statement showing revenue and expense
 - List of board members, including professions and length of service on the Board.
 - IRS tax-exempt status letter (US) or Canadian Customs & Revenue Agency certification (Canada). [Notice to Canadian applicants: In order to assure that Wilburforce Foundation is meeting U. S. tax laws and regulations, we must be able to document that Canadian organizations that we fund are operating under equivalent standards for tax-exempt organizations in this country. Please complete a Canadian Grantee Affidavit, which you can download from our website at www.wilburforce.org/htdload.htm.]
5. **Number of copies:** All applicants should mail two complete copies of the proposal and attachments. We must have all of the information described above to review your proposal.
6. **Mail:** All completed applications for funding must be submitted to the Wilburforce Foundation office in Seattle: Grants Manager, Wilburforce Foundation, 3601 Fremont Ave N, Suite 304, Seattle, WA 98103
7. **Other instructions:** Please use recycled paper and double-sided photocopies whenever possible. We discourage sending excessive support materials and additional attachments. Do *not* send videotapes, 3-ring binders, or plastic presentation folders. Paper and binder clips are preferred; please do not use staples.

Phone (206.632.2325 or 800.201.0148) or email (grants@wilburforce.org) if you have any questions.

Wilburforce Foundation

Organizational Grant Application Cover Sheet

Applicant Organization: Information below should be for the main office of the organization with charitable tax status.

Applicant Organization			
Mailing Address			
Phone Number			
Fax Number			
Email Address			
Web Site Address			
Contact Person & Title			
Number of Staff / Volunteers	Full-time:	Part-time:	Volunteers:
Geographic area served			

Project Organization: Complete only if information is different than the Applicant Organization section above. All information below should be pertinent to the organization or office where project activities will be conducted (e.g. organizations undertaking a project via a fiscal sponsor, or regional/local offices).

Project Organization			
Mailing Address			
Phone Number			
Email Address			
Web Site Address			
Project Contact/Title			
Number of Staff / Volunteers	Full-time:	Part-time:	Volunteers:
Geographic area served			

Proposal Information:

Current Applicant Organization Budget. This figure should include all funds that the applicant organization anticipates receiving/expending in the current year.	U.S. \$
Current Project Budget. This figure should include all income/expense items relevant to activities described in the proposal. <ul style="list-style-type: none"> • Funds in hand: \$ • Funds promised: \$ 	U.S. \$
Amount requested from Wilburforce Foundation Maximum award: \$15,000	U.S. \$