



## General Information

Any Wakerly Family Foundation (WFF) board member may invite a qualified organization to request a grant of up to \$10,000. Typically, grants will range from \$1,000 to \$10,000 and will be given for one year. Selected applicants may also request funding beyond \$10,000 for special projects, but these will require additional consideration and review by WFF's full board of directors. WFF's total annual grantmaking budget is on the order of \$300,000.

New potential recipients will be asked to apply for grants at various times throughout the year, and existing recipients may make a new request at any time.

WFF's fiscal year runs from July 1 to June 30.

## Proposal Guidelines

**Unless otherwise requested, solicited proposals can be submitted only by e-mail in PDF format. Please send your application to your designated WFF advocate (the board member who will have been in contact with you). Your advocate will review and share with the full board.**

Please submit a brief proposal (1 to 2 pages is fine) describing your organization and the program or project for which funding is requested. Your proposal should address the following points as applicable:

- What is the program for which you are seeking support?
- What community needs will be served by this program? What challenges will this program help participants overcome?
- Who are the target populations (demographic, geographic) that will be served?
- What other organizations or agencies are serving your target population, and how will your project differ from the services currently offered? How will your organization work together with other entities for the benefit of your clients?
- What are the expected outcomes of your project or program? How and how often will you evaluate the effectiveness of your program?

- What are the expected consequences if your project/program is not implemented?
- What is the total cost of your project or program, and for what portion of that total are you requesting WFF support?
- You may also be asked to include one or more of the following: certification of your organization's status under IRS Section 501(c)3 (if not available at [guidestar.org](http://guidestar.org)); names and affiliations of your board members; projected budget for the year for which you are seeking funding; your program ratio (percentage of funds that go directly to your cause); an overview of your financial statements including major sources and uses of funds.

## **Proposal Review Process**

After receiving your proposal and any supplemental materials required, one or more WFF board members will determine whether your project or program can receive funding in the current fiscal year. Proposals will be reviewed by one or more board members, depending on the request size. After review, your proposal may be funded immediately, or additional information and/or a site visit may be requested. If your proposal is selected for funding or further consideration, a board member will generally respond within one month.

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