



Grant Application Checklist

We're thrilled that you're interested in applying for a grant. To keep our process streamlined, we require that all applications are submitted via our web site, www.AWSFoundation.org.

This document walks you through the information you need and what must be included. Check off the materials as you collect them. When you have everything you need, then log on to our site, enter and upload your information. We'll take it from there.

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STEP 1: Basic Information

You will be able to enter this information into an online form.

Here's what we'll need to know in step 1:

- Organization's legal name**
(include doing-business-as, if applicable)
- Address**
- Phone**
- Web Site** *(if applicable)*
- Contact person name, title, phone and e-mail**
- Executive Director / President name, phone and e-mail**
- Board Chair name, signature and date**
- One sentence description of grant request**
- Grant type requested**
- Grant amount requested and total program cost**

QUESTIONS?

We have answers. Check the FAQ below. Call or e-mail us and we'll help you if you're having trouble.

info@awsfoundation.org

877 799.5656

260 207.5656

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STEP 2: Executive Summary

This is a one-page summary of your grant request on your organization's letterhead. It should briefly identify the goals of your initiative, how a grant will help you accomplish them and how much you're requesting.

★ **Please note:** This document should be prepared ahead of time on *applicant organization's stationery*, scanned then uploaded to our site.

- Executive Summary** (★ on *your* organization's letterhead)
- Executive Director/President signature and date**
- Board Chair signature and date**

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STEP 3: Grant Narrative

This is where you describe your endeavor in detail. What we need to know is listed below. We suggest you compile all of your written information (history, purpose, objectives, timetable, methodology, etc.) into a Word document. Financial data can be included in the same document, or submitted separately in a spreadsheet.

★ **Please note:** These documents should be prepared ahead of time and uploaded to our site. *Total length of all Grant Narrative documents is not to exceed 5 pages.*

Here's what the Grant Narrative needs to contain:

- _ Overview of your organization's mission, history, programs, people served, staffing and distinctions
- _ Description of program/project to be funded
- _ Purpose and objectives
- _ Amount requested
- _ Implementation timetable
- _ Evaluation methods to determine grant effectiveness
- _ Line item budget for the proposed program/project
- _ Other funding sources (secured/pending and amounts)

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STEP 4: Attachments

You're almost done! We just need a few more documents.

★ **Please note:** These documents should be prepared ahead of time, scanned and uploaded to our site.

- _ IRS 501 (c) (3) not-for-profit determination letter
- _ Organization's general operating budget (detailing revenue and expenses) for the current fiscal year and the fiscal year in which the funds will be used
- _ Most recent audited financial statement
- _ Organization's most recent 990 filed with the IRS
- _ Board of directors: officers and member names and professional affiliation
- _ Board meeting dates and times

FREQUENTLY ASKED QUESTIONS

What file formats are accepted?

We prefer these formats:

- Microsoft Word (.doc)
- Microsoft Excel (.xls)
- Acrobat PDF (.pdf)
- Text (.txt)

Do you have another file format to upload that's not listed here? Contact us to see if you can upload it.

I have only hard copies of some of the documents you require. How can I get those on my computer and upload to you?

Use a scanner to scan them into your computer. If you don't have a scanner, check to see if your printer has a scanning function built in.

If you do not own a scanner, take your papers to a print & copy store (e.g. Kinko's, Staples, Office Depot) where they can scan your documents for you.