



Water-Walking Grant Application

INTRODUCTION

This Water-Walking Foundation application simplifies the grant-seeking process for both you, the grant-seeker, and for the Foundation decision-makers who will review, evaluate and respond to completed grant requests.

INSTRUCTIONS

Please read through the entire document prior to beginning the application process, paying close attention to the Suggestions for Preliminary Preparation. Remember, this application is more than just a form template, where the grant seeker merely lists information in a fill-in-the-blank approach. So long as the narrative follows the prescribed order, complying with designated headings and subheadings, we encourage you to include all information you feel is important to make your strongest and most complete application. Please note that you must respond to all applicable questions in every category.

PREPARING THE SUBMITTAL

A completed grant application and proposal should include two components: the cover letter (which is different from the Water-Walking Grant Application Cover Sheet) and the proposal itself.

The proposal should contain, in the following order:

- Water-Walking Grant Application Cover Sheet
- Executive Summary
- Narrative (outlined in the Water-Walking Application Format)
- Attachments (outlined in the Water-Walking Application Format)

SUGGESTIONS

1. Be clear about your or your organization's priorities and purpose in seeking funds.
2. Include in your proposal a one-page cover letter that conveys in simple terms the following information:
 - Name of the program and its purpose
 - Why the Foundation should select the program for funding
 - Amount and requested timing for funding
 - Name of the contact person
3. If an organization, the letter should be signed by its authorized representative.
4. Include an Executive Summary of the project (1-2 pages max.), which should highlight the major points of the proposal, including a brief description of the proposed project, whom it serves, why it is important and why you or your organization should receive funding for its support. The Executive Summary should not only motivate the reader to review your full proposal, but it should also provide the essential information in a concise manner.
5. Adhere to the guidelines of the Water-Walking Grant Application so your proposal is not delayed during the review process. Anticipate our concerns. If a question is not applicable, explain; if a problem exists that might detract from the credibility of you or your organization or project, please address it briefly, rather than ignoring or merely dismissing it.
6. Submit the number of typewritten copies requested. Do not send videotapes or unsolicited information.



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COVER SHEET

Date of application: _____

Legal Name of Individual or Organizational Applicant: _____
(If applicable, should be the same as on IRS determination letter and as supplied by IRS from 990)

Year Founded: _____ Current Annual Operating Budget: \$ _____

Are you currently receiving other funding? Identify source and amount:

_____ \$ _____
_____ \$ _____
_____ \$ _____

Executive Director (if applicable): _____

Contact Person/Title
(if different from Executive Director): _____

Address (principal/administrative office): _____

Mailing Address, if different from above: _____

City _____ State _____ Zip _____

Phone Number: _____ Fax Number: _____

Project Name: _____

Purpose of Grant (one sentence): _____

Beginning and Ending
Dates of the Project: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Geographic Area Served: _____

Signature: _____ Date: _____

Typed Name and Title _____



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GRANT APPLICATION FORMAT

Please structure your proposal to provide the following information in the order indicated. Use the headings and subheadings provided. In your own words, address the questions and issues posed in the outline below, but feel free to include additional information that may be pertinent to your project. Please be thorough, yet concise. *Please provide your response to the following as a PDF document and submit via email attachment along with the form-filled PDF cover sheet.*

A. NARRATIVE

1. Background Information

- Summarize your or your organization's history related to this program.
- State your mission and goals, future challenges, and long-range plans.
- Outline current programs and activities.
- Highlight accomplishments.

TIP: What makes your or your organization's efforts different from similar or competing organizations?

2. Purpose of Grant

- Describe the proposed program or project
- Identify the needs/problems to be addressed, target population and number of people to be served by the project.
- Describe the project goals and objectives, and your plan to meet them.
- Identify the project as either a new or continuing program.
- Introduce other organizations, partner or funders participating in the project and their roles.
- Provide a timetable for implementation.
- Discuss or identify long-term funding resources.
- Provide a brief explanation of how your organization is consistent with the Foundation's funding priorities.

Tip: If others have conducted a similar program or service, please discuss its impact. Do your planned efforts represent an expansion or duplication of services? If a novel program, define its potential to locally, regionally or globally serve as a model program for others.

3. Evaluation

- Describe your plan to document progress and results. Interim and final narratives, evaluations and expenditure reports will be submitted to the Foundation for every grant awarded.

Tip: Set measurable goals for the program and specify your plans to communicate with the Foundation during the grant period.

B. ATTACHMENTS

Please include the following attachments in the order indicated:

1. Copy of the current IRS determination letter indicating 501 (c) (3) tax-exempt status (if applicable).



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GRANT APPLICATION FORMAT (Continued)

2. Statement verifying payroll tax payments (if applicable).
3. If applicable, organizational structure, including:
 - List of officers and directors, including occupations, places of employment, and relevant affiliations.
 - Description of board members responsibilities, including committee assignments.
Resumes and/or job descriptions of key personnel involved in the project.
4. Financial Information, including, if applicable:
 - Grant budget.
 - List of other funders, potential funders and amounts committed or requested, including public contracts, individual contributions and other sources of income supporting the project.
 - Current board-approved annual operating budget, including expenses and income.
 - Most recently audited financial statement.
5. Letters of support (optional) that substantiate need for the project and collaboration with other organizations.
6. Annual report, if available.



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WATER-WALKING GRANT APPLICATION BUDGET

An accurate, detailed budget for proposed projects is a primary requirement of every grant maker. This portion of your proposal should break down the total budget into the specific items listed below. A narrative description explaining unusual budget items and, if applicable, the percentage of "overhead" applied to the project should precede the itemized listing. "In-Kind" expenses and donations or matching funds should also be spelled out. As long as your budget is typewritten and contains the following information, feel free to submit it in a format comfortable and convenient for you.

A. HEADING

Please specify the budget period (e.g. January 1, 1996 to December 30, 1996)

B. EXPENSES

Please itemize the following expenses, if applicable. Be sure to include any additional items relevant to your particular program. Provide expense totals.

- Salaries and wages by individual position, specifying full or part-time positions
- Payroll taxes
- Fringe benefits and related fees
- Consultant and professional fees (e.g. accounting, legal, etc.)
- Travel
- Equipment
- Supplies
- Printing
- Telephone and fax
- Postage and delivery
- Rent Utilities
- In-kind expenses

C. INCOME

Please include all confirmed and anticipated sources of revenue, and indicate their status. Provide an income total.

- Government grants and contracts
- Foundations
- Corporations
- Earned Income
- United Way, Combined Federal Campaign or other federated campaigns
- Individual Contributions
- Fundraising events and product sales
- Membership income
- In-kind support
- Additional revenue