

# Palouse Region/Pullman Community Grant Program FY12

## IMPORTANT INFORMATION BEFORE BEGINNING THE APPLICATION PROCESS

**To ensure that your application is successfully submitted, please note the following:**

- **DEADLINE 5 P.M.** This application is due at 5 p.m. (PST) on the deadline date. In the interest of fairness to all applicants, late applications will not be reviewed.
- Clicking on the REVIEW AND SUBMIT button at the end of the application does not submit the application. It will open a window where you can review the contents of your application prior to submitting. You must continue to the bottom of the review window and then click on the SUBMIT button. When you do this, you will receive an email indicating your application has been submitted. **IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION, YOUR APPLICATION HAS NOT BEEN SUBMITTED.**
- All required attachments for this proposal must be submitted in a PDF format. If your organization is unable to provide PDF files, please contact INWCF grants staff to make other arrangements for required documents at least one week prior to the application due date.
- For more information about completing and submitting your application, please click on the Grant FAQs link at the upper left of this page.

### Organization Information

**I certify that I am authorized by the Executive Director/CEO and/or the Board of Directors to submit this proposal on behalf of the organization.**

<None>

**I certify that hiring and service delivery by this organization is conducted without regard to race, gender, religion, sexual orientation, age, national origin or disability.**

<None>

**Organization Name**

**Tax ID**

Please enter information using this format: 55-5555555

**Date of Incorporation**

Please enter using this format: 01/01/9999

**Street Address**

Please enter information using this format: 345 W. Elm Ave.

**P.O. Box, suite or apartment number**

Please enter information using this format: P.O. Box 555/Suite 555/Apt. 555

**City**

**State**

<Select One>

**Zip Code**

**County**

<Select One>

**Web Site**

Please enter information using this format: www.communityhelp.org. If your organization does not have a Web site, please indicate "not applicable."

**Organization Mission**

Please limit your reply to 100 words.

**Annual Budget**

Please state the total budget for your organization's most recently completed fiscal year.

**Describe up to three key programs/services offered by your organization.**

Please limit your reply to 200 words.

**Please provide information about the head of this organization**

**Prefix**

**First Name**

**Middle Initial**

**Last Name**

**Title**

<None>

**If title is different from any listed above, please enter here.**

**Phone**

Please enter information using this format: 555-555-5555

**Extension**

**E-mail Address**

Sample Only  
Actual Application May Vary

**Application Contact Information**

**If the primary contact for this application is someone other than the head of the organization, please provide their contact information here.**

**Prefix**

**First Name**

**Middle Initial**

**Last Name**

**Title**

**Phone**

**Extension**

**E-mail Address**

**Project Information**

**Please select the grant program to which you are applying.**

<Select One>

**Program/Project Name**

**Provide a summary of your program/project request.**

Please limit your reply to 150 words.

Sample Only  
Actual Application May Vary

**Request Amount**

**Total Program/Project Cost**

**Please select a request type.**

<Select One>

**Select the purpose of funding.**

<None>

**Describe in detail the project for which you are seeking funds.**

Be specific. For example: If you are seeking funds to recruit new volunteers, state the number of volunteers you need and discuss details of how you will recruit them. If you are seeking funds to increase your organization's outreach, discuss the purpose of this increase and provide details on the type and frequency of outreach that will be conducted, i.e. the number of public workshops you will hold, etc.

**Provide a timeline and the specific activities that will take place during the grant period.****Describe the need addressed by the program/project.**

This should reflect the need in the community for this program (not your organization's need for funding). Include information about the population that will benefit directly or indirectly, and explain how this program/project is relevant at this time in your community.

**Tell us a story.**

If this is an existing program, please share a story of how your program made a difference for a specific client in the recent past. If you are proposing a new program or project, please share how you envision this impacting a person in your target population.

**Please state the outputs (results) of your proposed program/project.**

Please be number-specific. For example: 21 families who were previously homeless will be moved to permanent housing; 65 senior citizens will receive in-home health care services; 25 new volunteers will be trained and certified; Five two-hour sessions to convene neighborhood groups will be presented, etc.

**Explain the broad community benefit of your proposed program/project, including the short- and long-term impacts.**

**Describe how you will measure and evaluate the success of your program/project.**  
Explain how you will know that you are succeeding. What will you measure and how will you measure it?

Sample Only  
Actual Application May Vary

**Organizational Capability**

**Describe what your organization has done to prepare for this program/project.**

**Identify organizations you will collaborate with on this program/project, if any.**

**Describe the efforts you have undertaken/will undertake to raise any additional funds or in-kind support required to implement the program/project.**

Include plans, such as changes in scope or delays in program/project implementation, if you are unable to obtain all required funding.

**If this is an ongoing project, describe how your organization will cover the expenses of this program after the grant period.**

Sample Only  
Actual Application May Vary



## Palouse Region/Pullman Community Grant Program FY12

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Account: [msanchez@inwcf.org](mailto:msanchez@inwcf.org)

\* Required before final submission Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [Review My Application](#)

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### Attachments

The following supporting documents are required to complete your application:

- **Program/project budget:** This is the budget for the specific program/project for which you are seeking grant funds. It should include:
  - Income sources, including cash and in-kind contributions (labor, goods and supplies that are donated). Note how much income has been secured or committed.
  - Expenses, such as personnel, contract services, equipment and supplies. **Identify specifically what expenses will be covered by the funds from the Inland Northwest Community Foundation.**
  - Net income (total income - total expenses).
  - Grant percentage of total budget.
  - Narrative explanation of any additional information that you believe would help us better understand your organization's program/project budget, including descriptions of in-kind donations, explanation of specific budget items and how the amount of specific items was calculated or determined.
- **Organization operating budget.** The organization operating budget should include:
  - Income sources, including cash and in-kind contributions (labor, goods and supplies that are donated). Note how much income has been secured or committed.
  - Expenses, such as personnel, contract services, equipment and supplies.
  - Net income (total income - total expenses).
- **Revenue and expense statement (also called a profit and loss statement),** that indicates changes in net assets and statements of activity.
- **Balance sheet (also called an assets and liabilities statement),** that indicates the financial position of the organization.
- **List of key staff** including a description of their positions relative to the

program/project request.

- List of board members with affiliations.
- A copy of your organization's 501 c3 letter.
- If you are using a fiscal agent, you must also upload a letter from the director of the fiscal agency that confirms your relationship

**DO NOT UPLOAD YOUR ORGANIZATION'S AUDITED FINANCIAL STATEMENT OR IRS 990 REPORT IN LIEU OF THE REQUIRED FINANCIAL INFORMATION.**

**ALL UPLOADS MUST BE IN A PDF FORMAT.** If you do not currently have a program on your computer to convert documents to a PDF format, you can download a free PDF conversion program from Microsoft by clicking [here](#). If your organization is unable to provide PDF files, you need to contact INWCF grant staff to make other arrangements for required documents at least one week prior to the application due date.

**HOW TO UPLOAD YOUR ATTACHMENTS:** Each document must be uploaded individually. To upload a document, click on the drop-down arrow in the "Title" box below to see a list of required documents. Click on the type of document you want to upload (i.e. Project Budget, Organization Budget, etc.). After you've selected the document type, click on "Browse" to find the document you wish to attach. Double click on the file name, or select the "Open" button, and then click the "Upload" button.

#### Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

**Title:**

**File Name:**