

**Florence Wasmer Fund for Arts and Culture**  
**Grant Application Questions – FY 2011**

**Please note that this document is for informational purposes only, and there may be slight differences between this document and the official online application.**

**Applications must be submitted via the online application process on our Web site, [www.inwcf.org](http://www.inwcf.org).**

1. CERTIFICATION: 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.
2. Applicant organization name
3. Legal name of organization, if different
4. Applicant organization mailing address
5. City/state/zip
6. County in which applicant organization is located
7. Executive director/CEO name:
8. Executive director/CEO title:
9. Executive director/CEO phone:
10. Executive director/CEO Email:
11. Contact person for this application, if different from executive director/CEO:
12. Contact person title
13. Contact person phone
14. Contact person Email
15. Are you using a fiscal agent or are you acting as a fiscal agent for another organization? (A fiscal agent is a separate organization that agrees to accept and be responsible for grant monies on your behalf.)
16. If using a fiscal agent, please list the name of the fiscal agent organization, address, phone number, employer identification number and the name of a contact person with the fiscal agent.
17. If you are acting as a fiscal agent, please provide the name, address, phone number, employer identification number and the name of a contact person from the organization for which you are acting as fiscal agent.
18. If a fiscal agent relationship exists, please provide a signed letter from the fiscal agent organization that confirms your relationship.
19. Briefly describe your organization's mission and current programs. Please include the year your organization was established. Please limit your reply to 300 words.
20. This request is for:
  - a. Program/project/event support
  - b. Operating support
  - c. Capacity building support
  - d. Minor equipment support

21. Total program/project cost:
22. Amount requested from INWCF:
23. Please list the county or counties that will most benefit from your program/project.
24. Please indicate the purpose of this funding:
  - a. To sustain an existing program
  - b. To expand an existing program
  - c. To implement a new program
  - d. For a one-time capital or equipment purchase
25. Describe the program/project for which you are seeking funds and the time period in which the funds will be used. Explain why this program/project is important to your organization and how Foundation funding at this time will help you accomplish your mission and current goals. Please limit your reply to 500 words.
26. Please identify the specific activities that will take place, or specific services that will be provided during the grant period. Include a timeline to illustrate when the activities or services will take place. Please limit your reply to 250 words.
27. Please describe the need or opportunity you are trying to address. Include information about the target population and the number of people who will be involved or served by this program project, both directly and indirectly. Please limit your reply to 300 words.
28. Please describe the changes or benefits (internal and/or external) you anticipate as a result of this program/project. Include specific, measurable outcomes. Please limit your reply to 200 words.
29. Describe your evaluation plan for the proposed work. Please limit your reply to 150 words.
30. Identify any other organizations you are collaborating with on this program/project and provide contact information. Please limit your reply to 200 words.
31. Please provide any other information necessary to better understand your proposal and its anticipated outcomes. Please limit your reply to 150 words.
32. Program/Project Budget: Please upload a budget for the specific program/project for which you are seeking grant funds. The budget must include:
  - a) Income sources, including cash and in-kind contributions (labor, goods and supplies that are donated). Note how much income has been secured or committed.
  - b) Expenses, such as personnel, contract services, equipment and supplies.  
IDENTIFY SPECIFICALLY WHAT EXPENSES WILL BE COVERED BY FUNDS FROM INWCF.
  - c) Net income (total income - total expenses).
  - d) Grant percentage of total budget.
33. Budget Narrative: Use this space for any explanatory information that 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. Describe what you have done/will do to raise additional funds needed for this program/project. Please limit your reply to 150 words.
34. Please upload a copy of your organization's current operating budget.

35. Please upload a current list of board members, including affiliations and years of service on the board.
36. Please upload a list of key staff and describe their positions relative to the program/project
37. Please upload current financial statements for the organization, including a Revenue and Expense Statement (also called Profit and Loss Statement) that indicates changes in net assets and statements of activity; and a Balance Sheet (also called an Assets and Liabilities Statement) that indicates the financial position of the organization.

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