

West Group Community Grant Application

You may reproduce this form. It also is available online at www.westgroup.com/newsinfo/community.



I. Cover sheet

YOUR ORGANIZATION:

Legal name _____

Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____

Does the organization have Section 501(c)(3) tax-exempt status?

Yes No (West Group does not consider proposals from organizations without 501(c)(3) status.)

Describe the organization (two to three sentences) _____

WEST GROUP FOCUS AREAS AND APPLICATION DEADLINES

- Educating the future workforce through programs that provide skills training and mentoring for youth and adults of diverse backgrounds. **March 15**
- Providing arts and cultural experiences to the community, through programs that are accessible, incorporate respect for diversity, offer innovation in programming and activities, and partner with schools or organizations that serve disadvantaged youth. **June 15**
- Developing and strengthening youth, families, and communities through programs that build communities, keep young children engaged in school and family, teach good citizenship, and provide access to affordable housing and health-based support services. **Sept. 15**

AMOUNT REQUESTED

Dollar amount requested (or estimated value of an in-kind request) \$ _____

TYPE OF SUPPORT REQUESTED

- General operating
- Project
- Start-up
- Special event (considered only if West Group employees are participating)
- In-kind (Describe briefly.) _____

BUDGET

Organization's total annual budget: \$ _____

Total project budget for which support is requested: \$ _____ (not necessary for general operating fund requests)

Does your organization receive funds from United Way or Charities@Work?

Yes: What percentage of your total revenue? _____% No

Percentage of your overall expenses that goes to: Administration _____% Fundraising _____%

PROPOSAL SUMMARY

Project name (if applying for project support) _____

Description of your project or request (two to three sentences) _____

Geographic area served _____

Population served (age, sex, race, etc.) _____

Names of West Group employees involved in your organization or project _____

CONTACT PERSON

Name _____

Title _____

Direct-dial telephone (____) _____

E-mail address _____

(Be sure to complete the proposal narrative on the other side.)

AUTHORIZATION

The information in this request is accurate, to the best of my knowledge, and I am authorized by my organization to submit this request.

Signature _____ Date _____

Name (please print) _____

(over)

II. Proposal narrative

Please provide the following information in narrative form, in the following order. This should not exceed seven pages, excluding a cover letter and attachments.

A. ORGANIZATIONAL INFORMATION

1. Brief history
2. Brief summary of mission and goals
3. Description of current programs, activities, service statistics, strengths and accomplishments
4. Relationship to other organizations working to meet the same needs or provide similar services. Differences between your organization and these other organizations.
5. Number of your board members, full-time paid staff, part-time paid staff, and volunteers
6. Number and roles of West Group employees involved in your organization

B. PURPOSE OF GRANT

1. What is the need for this grant, and how was the need determined?
2. For what specific activities are you seeking funding?
3. What is the overall goal you want to achieve?
4. How will you meet this goal?
5. In what timeframe will this take place?
6. How will your activities benefit the community in which they occur?
7. What are the long-term strategies to sustain this benefit?
8. How does your project or organization fit a focus area of West Group's Community Partnership Program?
(See descriptions on other side.)
9. How will you measure the effectiveness of your activities?
10. Who will evaluate the work?
11. How will the evaluation be used?
12. What results do you expect at the end of the funding period?

C. WRITTEN ATTACHMENTS (No audio-visual materials, please.)

1. Finances
2. Audited or unaudited financial statement for the most recently completed fiscal year
3. Organization or project budget
4. Names of corporations and foundations you are soliciting or have solicited for funding, with the dollar amounts requested and the requests' status (committed, anticipated, rejected or pending)
5. List of board members and their affiliations
6. Copy of your current Internal Revenue Service Section 501(c)(3) determination letter
7. Letter(s) of support from West Group employees involved in your organization
8. Other relevant material

Please submit the cover sheet, proposal narrative and attachments at the same time, by the deadline for the appropriate focus area. Allow approximately 60 days for a decision. Thank you.

West Group Community Partnership Program

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