

WHEN AND WHERE I ENTER, INC.

GRANT APPLICATION

Grant proposals that exceed the page limits set forth below will not be reviewed.

Date of application: _____

Name of organization to which grant would be paid. Please list exact legal name.

Purpose of grant (one sentence): _____

Address of organization: _____

Telephone number: _____ Fax: _____ E-mail: _____

Executive director: _____

Contact person and title: _____

Is your organization a non-governmental organization or a charitable organization? (yes or no) _____

If no, please explain: _____

Grant request: \$ _____

Check one:

General support _____

Project support _____

Total organizational budget (for current year): \$ _____

Dates covered by this budget (day/month/year): _____

Total project budget (if requesting project support): _____

Dates covered by project budget (day/month/year): _____

Project name (if applicable): _____

I. PROPOSAL SUMMARY: **ONE-HALF PAGE, MAXIMUM**

Please summarize in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE: **FIVE PAGES, MAXIMUM.**

A. Background – Describe the work of your organization, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your organization serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
5. Your organization's relationship – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these organizations.

B. Funding Request – Please describe the program for which you seek funding.

1. If applying for general operating support, briefly describe how this grant would be used.
2. If your request is for a specific project, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individual who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.

C. Evaluation – Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. ATTACHMENTS – Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial Information – Please provide the dates that each document covers.

1. Your MOST RECENT FINANCIAL STATEMENT, audit if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.

2. Aligned side by side on the same page, your OPERATING EXPENSE BUDGETS for the current and most recent fiscal year.

3. Aligned side by side on the same page, A LIST OF foundation and corporate supporters and all other sources of income, with amounts, for your current and most recent fiscal year.

4. Please list the foundations, corporations, and other SOURCES that you are SOLICITING FOR FUNDING and, to the best of your knowledge, the STATUS OF YOUR PROPOSAL with each.

If project funding is requested:

5. A CURRENT EXPENSE BUDGET FOR THE PROJECT. List each staff line separately and include the percentage of time spent on the project. Indicate the specific uses of the requested grant, if possible.

6. A list of all SOURCES OF INCOME toward the project, actual and prospective with amounts.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations

2. One paragraph resumes of key staff, including qualifications relevant to the specific request.

3. Your most recent annual report, if available.

4. No more than three examples of recent articles about, or evaluations of, your organization, if available.

5. Evidence of legal status of the organization (such as organizing documents, articles of incorporation, trust agreements, charter, tax classification or certification from appropriate authorities).

Please submit this application and all additional documents to:

proposals@whenandwhereienter.org

Or:

When and Where I Enter, Inc.

P.O. Box 7332

Houston, TX 77248