

J. WILLIAM WAREHIME FOUNDATION **GRANT APPLICATION INSTRUCTIONS**

GRANT APPLICATION GUIDELINES

Grants are available for **time-limited, project-specific** expenses of charitable 501(c)3 nonprofit organizations, educational bodies, and government agencies.

Organizations can utilize the **WILLIAM WAREHIME FOUNDATION Condensed Grant Application** for any grant request under \$25,000. Any organization that has annual revenues of under \$1 million and a grant request under \$75,000 may also utilize the **WILLIAM WAREHIME FOUNDATION Condensed Grant Application**.

Of particular interest are projects that:

- Undertake activities that are of **strategic importance** and have proven potential to make a **lasting, significant impact**.
- Engage new partners in **cooperative efforts**.
- **Leverage new resources** - time, money, or know how - to accomplish community priorities.
- Impact **York and Adams** county

Grants are generally **NOT provided** for:

- *Projects that are unrelated, or marginally related, to the goals of each particular grant program.*
- *Budget shortfalls.*
- *Multiple projects from the same grant program.*
- *Organizations with discriminatory employment or program practices.*
- *Association Dues.*
- *Travel, conferences, or any form of direct financial assistance to individuals.*

PART I - GRANT SUMMARY APPLICATION FORM (See Attached)

PART II - PROPOSAL NARRATIVE - Please provide the following information using these headings for each section:

Introduction. Describe the mission(s) and population(s) served by the applicant organization. Describe the project purpose and rationale - and/or its potential to advance the missions of participating organizations. Describe how a grant from the Foundation may leverage additional funds for the project.

Need/Opportunity. Describe the needs or problems the project addresses. Cite plans, research, statistics or recommendations that support the proposed project.

Project Activities. List key project activities along with a timeline for completion. Specify how outreach will be done to recruit participants.

Anticipated Results and Assessment. List **specific** outcomes anticipated and the corresponding indicators of success for each anticipated outcome and how you will measure the results. *Please indicate the number of participants impacted and the number of jobs the project will create and/or retain. (For example: Proposed Outcome: Participation in the program increases; Proposed Indicator: Participation increases by 10% or by 25 people this year based on attendance records; Proposed Employment: Project should result in new employment of two full-time and one part-time staff).* Please note that grantees are required to report results six months and one year after project completion.

Distinctiveness. Summarize who else is engaged in similar work and how your program plays a unique role in the community.

Sustainability. Explain how the activity will continue at the completion of the grant period. Specify anticipated plans for financing the program beyond this grant.

Collaborations. Describe how you will collaborate with other organizations on this project. Explain how you will avoid duplication of services.

Leadership. Describe the roles of staff, consultants, and/or volunteers providing project leadership. Indicate experience or credentials these leaders bring to the project.

PART III - PROPOSAL BUDGET AND BUDGET NARRATIVE

Expenditures. Itemize all anticipated project expenditures FOR THIS PROJECT

Support. For each source representing 5% or more of project funding, indicate amounts received, committed requested, and/or to be requested.

Projections. Provide projections for this initiative beyond the grant period. Note: Broad funding sources received and committed will positively impact your grant determination.

Funding Alternatives. Explain your plan of action should the project not be fully funded (for example: abandon, reduce size of project, delay project, etc.)

PART IV - ORGANIZATION'S GOVERNING BOARD

Provide a copy of the applicant nonprofit Board of Directors membership list.

PART V - CORRESPONDENCE FROM PARTNER ORGANIZATION'S

If a collaborative project, provide correspondence from organizations cited in the proposal narrative confirming the scope and any type of resource-sharing or other cooperative arrangements.

PART VI - ATTACHMENTS

- Copy of applicant organization's IRS determination letter as evidence of 501(c)3 tax status (*this does not apply to government agencies or public school districts*).
- Copy of organization's PA Department of State Bureau of Charitable Organizations certificate (*this does not apply to government agencies or public school districts*).
- Copy of organization's most recent year-end financial statements including an Income Statement and Balance Sheet (*preferably prepared by an independent accountant*).
- Copy of organization's most recent strategic plan (*if available*).

J. WILLIAM WAREHIME FOUNDATION
PART 1 GRANT APPLICATION FORM

Application Information

Organization EIN #

Contact Person's Name & Title

Address

City State Zip Code

Phone Email Fax

Date Received 501(c)3 Status Total Annual Operating Budget

Amount Requested Percent of Project Cost Date(s)
(C) from p.5 (D) from p.5 Requested

Major Sources of Operating Funds (%)

Mission and Purpose of Organization

Project Information

Project Description (25 words or less)

Total Project Cost

Anticipated Project Timetable Start Date

Anticipated Project Timetable End Date

Client Group to be Served by Project (if applicable)

Geographic Area to be Served by Project

List Goals & Objectives Addressed by Project

Project Funding

Funding COMMITTED	
Source NAME	Amount
1.	
2.	
3.	
4.	
(A) Total COMMITTED	

(B) Total Project Cost	
------------------------	--

Current Project Shortfall (A - B)		*
-----------------------------------	--	---

Additional Funding SOUGHT		
Source NAME	Amount	
1. (C) J. William Warehime Foundation		
2.		
3.		
4.		
Total SOUGHT		*

(D) Request as a percent of total project (C / B)	
---	--

* Note: Total Sought must equal or exceed current projected shortfall above

Signatures

Staff Officer Signature _____

Date

Printed Name/Title

Board Office Signature _____

Date

Printed Name/Title

J. WILLIAM WAREHIME FOUNDATION

SUBMISSION INSTRUCTIONS

Please:

1. Application form not to be altered. Enter information in appropriate boxes.
2. Application must be typed. **Application will be rejected if not.**
3. Submit both of the following:
 - a. Two full paper copies of completed GRANT APPLICATION with all attachments and two GRANT APPLICATIONS-no attachments to:

J. William Warehime Foundation
Linda A. Lohr, Secretary/Treasurer
305 Baltimore Street
Hanover, PA 17331
 - b. An electronic complete GRANT APPLICATION with all attachments in **one .pdf** file by email to: WarehimeFoundation@outlook.com
 - c. **DO NOT** include Application Instructions and Grant Instructions in your hard copies or submitted PDF file. **Application will be rejected if they are included.**
4. Maximum length of paper packet is ten 2-sided pages (excluding financial statements-must be two sided). **Application not meeting this requirement will be rejected.**
5. Do not submit your paper application in a three-ring binder.
6. Section dividers or tabs should not exceed the edge of the paper.
7. Grant submission deadlines are quarterly: February 15, May 15, August 15, and November 15. **HARD COPIES MUST BE RECEIVED IN THE FOUNDATION OFFICE ON OR BEFORE THE 15TH DUE DATE. NO EXCEPTIONS. THOSE NOT RECEIVED ON TIME WILL BE HELD UNTIL THE NEXT GRANT PERIOD.** Grants are reviewed quarterly and a response will be provided by the end of the month following submission deadlines. (For example: Grants received by February 15, will have response by March 31).
8. If delivering, please deliver to 305 Baltimore Street using the larger porch on the right. If no one is available, please leave between the doors.

The Airie K., Harry V., and J. William Warehime Foundation was incorporated under the Pennsylvania Nonprofit Corporation Law of 1988 on July 26, 1996. For simplicity, the Foundation is known as the J. William Warehime Foundation.

The Foundation was formed exclusively for religious, charitable, scientific, educational, and literary purposes [within the meaning of Section 501(c)3 of the Internal Revenue Code of 1986, as the same may be amended or modified or replaced by any future United States Internal Revenue law].