

J. WILLIAM WAREHIME FOUNDATION
OPERATIONAL GRANT APPLICATION INSTRUCTIONS

GRANT APPLICATION GUIDELINES

Operational grants are for non-profits servicing individuals with services that address BASIC HUMAN NEEDS.

Grants are available for **operational** expenses of charitable 501(c)3 nonprofit organizations, educational bodies, and government agencies.

Organizations can utilize the **WILLIAM WAREHIME FOUNDATION Operational Grant Application** for four levels: 1-Under \$10,000 (\$2,500, \$5,000, or \$7,500), 2-\$10,000, 3-\$25,000, and 4-\$50,000.

Operational Grant Applications can be resubmitted annually (but not in less than 12 months).

PART I - GRANT SUMMARY APPLICATION FORM (See Attached)

PART II - BUDGET AND BUDGET NARRATIVE

PART III - 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*).

J. WILLIAM WAREHIME FOUNDATION
PART 1 OPERATIONAL 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

Level Requested (see page 4 for limits) Date(s) Requested

Major Sources of Operating Funds (%)

Mission and Purpose of Organization

PART II - BUDGET AND BUDGET NARRATIVE

Impact of Additional Operational Funds

Describe the specific services addressing basic human service needs that will be provided with the additional funds from this grant

How many individuals will be served with this grant (if an increase, estimate the number of additional)?

Do you have data to illustrating positive individual outcomes that support recognized community impact metrics? If so please provide.

Do you have data illustrating the financial efficiency of the number of individuals served, and/or quality of the individual outcomes? If so please provide.

Have you lost funding sources which have not been replaced and if so, how much was lost/replaced?

Revenue Sources		Prior Year		Current Year		Next year	
		Amount	Percent of total	Amount	Percent of total	Amount	Percent of total
1	Fee for service						
2	Government grants						
3	Unrestricted community support						
4	Restricted community support						
5							
6	All other						
7	Warehime Foundation operational grant (see note 1)						
Total			100%		100%		100%

Note 1: The amount of a Warehime Foundation operation grant cannot exceed 10% of annual revenue in any one year.

Signatures

Staff Officer Signature _____

Date

Printed Name/Title

Board Office Signature _____

Date

Printed Name/Title

J. WILLIAM WAREHIME FOUNDATION

SUBMISSION INSTRUCTIONS

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. **Applications will be rejected if they are included.**
4. Maximum length of paper packet is ten 2-sided pages (excluding financial statements-which also must be two sided.) **Applications 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 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].