**Women’s Bar Association Foundation**

**GRANT APPLICATION TEMPLATE**

1. **Executive Summary**
2. Application date
3. Organization name, address, phone number, website
4. Federal tax-exempt number:
5. Name, title, telephone number, and email address of CEO or executive director:
6. Name, title, telephone number, and email address of contact person for the LOI (if different)
7. Amount of Funding Request
8. Current Organizational Budget
9. Total Project Budget (project support requests only)
10. Fiscal Year
11. Funding Request Period
12. Summary of the funding request, including brief description of the population and number of individuals served, geographic area(s) that will benefit, brief program overview, and brief description of the impact of a WBA Foundation grant.
13. Printed name and Signature of executive director or other authorizing official
14. **Narrative**
	* + 1. Briefly describe your organization’s history, mission, and goals.
			2. Briefly describe the role of your organization’s board of directors, including how your board carries out its responsibilities for financial and programmatic oversight and fundraising.
			3. Briefly describe current activities, recent accomplishments, and future plans.
			4. Briefly describe how the population you serve is involved in the work of your
			5. organization.
			6. Briefly describe your most significant collaborations and partnerships with other entities
			7. in your field or geographic area.
			8. General support requests only: What results are you committed to achieving during the grant period? What is the timeline for accomplishing these results? What evidence will prove your success?

**III. Finances**

1. Financial report for most recent fiscal year (balance sheet, profit & loss statement)
2. Organization Budget for most recent fiscal year.
3. Project Budget
4. List of major funders, with amounts
5. Copy of IRS Determination Letter
6. Copy of most recently filed Form 990
7. Organization Chart/List of Key Staff
8. Current Board of Directors list
9. Copy of any Memorandums of Understanding with other organizations that are relevant to the proposed project/operations