



**WILLIAM ROSS**  
♥ FAMILY FOUNDATION ♥

## William Ross Family Foundation Grant Application

**Date of Application** \_\_\_\_\_

### Contact Information

Name of Organization \_\_\_\_\_

Legal Name, if different \_\_\_\_\_

If subsidiary, Name of Parent Organization \_\_\_\_\_

Name of Exec. Director/Equivalent \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_

Contact Person Name / Title if different \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

501(c)(3) Determination Date (Attach copy) \_\_\_\_\_

Website Address \_\_\_\_\_

Demographic of Children Served \_\_\_\_\_

Location of Children Served \_\_\_\_\_

## Proposal Executive Summary - Provide a short summary of your request

Purpose of Support Funds:

\_\_\_\_\_ General Operating

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Specific Project

\_\_\_\_\_ Specific Program Support

Population/Geographic Area Served: \_\_\_\_\_

Financial Overview - Information provided should be based on most recent fiscal year - (NOT current month, year to date, etc.)

Income:

Grants	\$ _____
Donations	\$ _____
Funds for Parent Org.	\$ _____
In-Kind Donations	\$ _____
Other	\$ _____
<b>Total</b>	<b>\$ _____</b>

Expenses:

Director Salaries	\$ _____
Administrative	\$ _____
Fundraising	\$ _____
Other	\$ _____
<b>Total</b>	<b>\$ _____</b>

## Proposal Narrative

Provide a narrative of your proposal, using the following outline as a guide. Please keep your discussion thorough but brief (not to exceed 3 typewritten pages).

### I. Organization Information:

- Brief summary of organization history, including the date your organization was established.
- Brief summary of organization mission and goals.
- Brief description of current programs/activities, including any service statistics, strengths and accomplishments. Please highlight new or different activities, if any.

- D. Key staff and qualifications relevant to your request.
- E. Number of staff members.
- F. Number of unpaid staff members and approximate yearly hours donated to your organization.
- G. Any other organization information pertinent to your grant request.

## II. Purpose of Grant:

We would like to understand in detail how WRFFoundation can benefit your Organization, and how/why a grant will best support your purpose and mission. To this end, please provide the following:

- A. Describe the purpose of your grant request.
- B. Explain how the grant will contribute to your organizations goals and mission.
- C. State the time frame for your organization s activities represented/supported by this grant request.
- D. Provide any other pertinent information that will be pertinent to our assessment of this request.

## Attachments

Provide the following attachments with your submission.

- A. A copy of your 501(c)(3) determination letter
- B. A listing of your Board of Directors and their affiliations
- C. Current Form 990, 990-EZ, or 990-N
- D. Audited Financial Statement from the latest fiscal year (as applicable)
- E. Total organization budget, including income and expenses
- F. Project budget (if applicable - sample provided format is optional)
- G. Staff roster - please identify whether full-time or part-time, and identify the number of volunteers (number and hours)
- H. Additional Funders. List names of your top 10 donors providing funds in the latest fiscal year; and from which you are requesting funds in the current year (identify whether sources are committed or pending); with dollar amounts
- I. Provide a summary of actions/accomplishments for funds provided by WRFFoundation in the prior year
- J. Indicate possible consequences (if any) if you do not receive WRFFoundation funding this year



\*\*\* MOST RECENT 990 OR 990-EZ MUST BE INCLUDED FOR GRANT CONSIDERATION  
\*\*\* IF IRS FILING IS NOT REQUIRED DUE TO ANNUAL GROSS RECEIPTS AMOUNT,  
THEN A CURRENT 990-N NEEDS TO BE INCLUDED CONFIRMING FILING IS NOT  
REQUIRED.

By submitting this proposal, I affirm that the facts set forth in it are true and complete.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit your application to [WRFFoundation@gmail.com](mailto:WRFFoundation@gmail.com) including attachments. If you have any questions, please feel free to send them to the same email address.

Sample Budget

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain similar information, you may submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

INCOME

Source	Amount
<b>Support</b>	
G011emment grants	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other federated campaigns	\$ _____
Individual contributions	\$ _____
Fundraising events and products	\$ _____
Membership income	\$ _____
In-kind support	\$ _____
Investment income	\$ _____
<b>Revenue</b>	
G011emment contracts	\$ _____
Earned income	\$ _____
Other (specify)	\$ _____
_____	
_____	
<b>Total Income</b>	<b>\$ _____</b>

EXPENSES

Item	Amount	F/T P/T
Salaries and wages (breakdown by individual position and indicate full or part-time.		
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Sub Total	\$ _____	
Insurance, benefits and other related taxes		\$ _____
Consultants and professional fees		\$ _____
Travel		\$ _____
Equipment		\$ _____
Supplies		\$ _____
Printing and copying		\$ _____
Telephone and fax		\$ _____
Postage and delivery		\$ _____
Rent and utilities		\$ _____
In-kind expenses		\$ _____
Depreciation		\$ _____
other (specify)		\$ _____
<b>Total Expense</b>		<b>\$ _____</b>
<b>Difference (Income less Expense)</b>		<b>\$ _____</b>