

GRANT APPLICATION PROCEDURE

- A. *The Women's Fund* grant application provides the necessary information in order for the Advisory Committee to consider a request.
- B. Attach documentation if requested.
- C. Applications are due **no later than 5:00 p.m. Friday, September 21, 2007.**
- D. Grant request budget is only for the project/program for which you are requesting assistance. List amount you are requesting from other sources, including other foundations, corporations, organizations, and other funding sources.

Please attach the following information and support documents:

- 1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status, unless you have checked to be sure Richland County Foundation already has one on file.
- 2. List of your organization's Board of Directors.
- 3. Finances
 - Organization's current annual operating budget, including expenses and revenue.
 - Organization's current assets and liabilities.

Grant Application Time Line:

Due Date: Friday, September 21, 2007, by 5:00 p.m.

Site Visit: During the following few weeks, a site visit to discuss the project will be scheduled with organization executive director and/or program director. Usually two or three members of the Advisory Committee together with an RCF staff person will participate. This is an opportunity to discuss your request and learn more about your project and organization.

Decisions: Grant decisions will be announced in early November.

Checks: Will be mailed upon receipt of a signed grant contract.

Reports: Follow-up reports are required following the completion of the grant project.

If you have any questions regarding The Women's Fund grant application, call Becky Smith, Program Officer, at 419-525-3020.