



Dear Grant Applicant:

Edmond Women's Club members annually join with Edmond residents and businesses to raise funds to benefit our community. Monies raised support scholarships, community projects and grants to nonprofit organizations such as yours. We invite you to take advantage of this opportunity by submitting this grant application.

Grant requests must clearly serve the community of Edmond. We prefer to fund needed equipment, development of new programs and support of cultural, educational, social and civic programs. We will not discriminate for or against any applicant on the basis of race, religion, creed or political affiliation. ***Requests over \$10,000 will not be considered for funding.***

Grants will be awarded in May, 2018. ***The Grant application is being distributed electronically this year and is attached to this email.*** Any questions can be submitted to ewcgrants@yahoo.com.

Here is a brief checklist for you to follow as you complete your application:

1. **All materials should be submitted electronically through email.**
2. Email a copy of the application itself.
3. Email a copy of your financial information.
4. Incomplete applications will not be considered for funding.
5. Critical Dates to Remember:

October 1, 2017 Application Deadline

January 1, 2018 Deadline for new organizations to have received tax-exempt status

May 10, 2018 Grants Awarded

July 1, 2019 Deadline for receipt of documentation for the expenditure of awarded grants.

Your grant request must be emailed no later than October 1, 2017. This deadline will be strictly enforced. If you are unable to submit your application electronically, please contact us as soon as possible to discuss other arrangements.

Please email your application to: ewcgrants@yahoo.com

We look forward to working together with you to enrich the community of Edmond!

Sincerely,

Edmond Women's Club

GENERAL INFORMATION

1. Name of Organization _____

2. Address _____

City _____ Zip _____

3. Phone _____ 4. Fax _____

5. Name of Grant Preparer _____ Title _____

6. Contact Phone _____ 7. Preparer's email _____

Other Phone _____ Other Phone _____

8. Date of Organization's Founding/Incorporation _____

9. Organization's Federal Tax I.D. _____

10. Purpose of the Organization

11. Describe the programs and services provided with emphasis on the impact to the community of Edmond.

12. Give a brief history of the organization.

13. Is the organization affiliated with or currently licensed by any local, state, or national organization(s)?

Yes _____ No _____

If "Yes," please list and note the purpose of such affiliation(s)

14. How is the organization governed?

15. How often does the governing body meet?

16. Provide the number of

Full time staff

Clients

Part time staff

Volunteers

17. State the percentage of programs and services provided to each:

Edmond

Oklahoma County

State of Oklahoma

GRANT REQUEST

18. What is the total amount of the grant you are requesting?

19. Are you requesting money to pay for tangible goods?

Yes _____ No _____

If "Yes," please list in order of priority and complete the information for each item. **Three written cost estimates from vendors must be submitted for each tangible item.** Attach additional sheets, as needed

Program Supported	Item Requested	Description	Cost
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20. Are you requesting money to pay for salary, operating expenses, scholarships or financial aid for clients?

Yes _____ No _____

If "Yes," please list in order of priority and complete the information for each request. Attach additional sheets, as needed

Program	Request	Description of Need	Cost
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21. Have you applied for other grants to support these programs? Yes No

22. If partial funding is awarded and you do not receive other grants, how will the remaining funds be obtained?

23. Does this request require approval of, or cooperation with, any other organization or agency? Yes No

If "Yes," please provide documentation of such agreement. Attached

FINANCIAL DATA

Please complete the following financial information and provide all requested financial documents. Grant requests with incomplete financial information will not be considered for funding.

24. Organization's Fiscal Year _____

25. Please attach a copy of the current IRS tax-exempt or non-profit status letter [501(c)(3), 501(c)(8), or 501(c)(10) letter or documentation that the group is part of a municipal government]. Attached

26. Please attach a copy of the organization's financial statements for the past three years (if the organization applied for an EWC grant in the year prior to this application, only last year's data is required, so that we may update our records). Attached

This requirement may be met by using any of the following

- o Audit
- o IRS Form 990 – Return of Organization Exempt from Income Tax

o Income Statement and Balance Sheet

27. Provide a copy of your current operating budget, detailing all projected income and expense items. Include a list of any potential sources of income, including any pending grant applications.

Attached _____

28. Do you have an endowment?

Yes _____ No _____

If "Yes..." How is it funded?

Can funds be accessed by your organization?

Yes _____ No _____

Does your annual budget benefit?

Yes _____ No _____

29. Indicate the percentages of your principal sources of support:

Earned Income _____

Individual Contributions _____

Government contracts _____

Foundations/Corporate Donations _____

Other (describe briefly) _____

CONDITIONS OF APPLICATION

The complete application must be emailed by October 1, 2017. **No amendments or applications will be accepted after this date.**

Grants will be awarded in May, 2018. If grant funds are accepted by your organization, a statement of accountability or other evidence that the funds have been spent for the stated purpose will be due prior to July 1, 2019. **Failure to provide this accountability statement will result in ineligibility for any grant funding in the subsequent two years.**

Please review your application thoroughly. Incomplete applications will not be considered for funding.

Signature of Grant Preparer

Date

Signature of Administrator/President of Organization

Date