

**2017 GRANT APPLICATION  
Documentation Checklist**



**To be Completed and Submitted along with 2017 Grant Application**

Organization Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Application Dated: \_\_\_\_\_  
Postmarked: \_\_\_\_\_  
\$ Amount Requested: \_\_\_\_\_  
Proposed Grant Use: \_\_\_\_\_

**Required Documentation – Insert checkmark for each completed item below**

- Completed 2017 Grant Application complete with signature and date
- Budget for current fiscal year
- Financial Statement
- Form 990
- IRS Determination Letter
- IRS Publication 78
- Current Roster of organization's Board of Directors

For completion by US Wind Force Foundation

Date Postmarked: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



## **2017 GRANT APPLICATION**

### **INSTRUCTIONS:**

This application is for use in applying for a grant from the US Wind Force Foundation. The information provided in this application will be used by the Foundation and its Allocation Committee to evaluate your organization's grant request, so it is imperative that you submit detailed, accurate information.

**Note: Incomplete applications will not be considered.**

Please return a completed Grant Application in order to be considered for a grant to be awarded this year. If a section or question is not applicable to your grant, please indicate so. In addition, feel free to add any supplemental information or materials that may be helpful to our understanding of your project/program. Applications must be emailed to [foundation@uswf.org](mailto:foundation@uswf.org) or postmarked no later than October 14, 2017 to be considered. We prefer that you send the application electronically, if possible, to save having to scan it for distribution to the allocation committee. However, we understand that not everyone has scanning capabilities and will accept hard copies if necessary.

It is acceptable to retype this form on your own or to fill it out by hand; please use blue or black ink and write legibly.

### **GENERAL INFORMATION REGARDING YOUR ORGANIZATION:**

**I. Organization's Legal Name**

(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

---

**II. Mailing Address**

---

---

---

**III. Contact Information**

**A.** Name of Person Completing This Application:

\_\_\_\_\_

**B.** That Person's Position within the Applicant Organization:

\_\_\_\_\_

**C.** That Person's Preferred Telephone Number:

(\_\_\_\_) \_\_\_\_\_

**D.** That person's preferred e-mail address:

\_\_\_\_\_

**IV.** Please provide us with a brief history of your organization. Be sure to include the date your organization was founded, as well as its experience and expertise in its given field, using specific examples whenever possible. Use additional pages, if necessary.

**INFORMATION REGARDING YOUR GRANT REQUEST AND YOUR ORGANIZATION'S CHARITABLE PROJECTS AND PROGRAMS:**

**I.** What is the amount of your grant request? \$ \_\_\_\_\_

**II.** What is the total budget for the project or program for which this request is made?

**III.** List other sources of funds for your organization's project or program.

**IV.** Please describe how the organization proposes to utilize funds from the Foundation, if awarded. Include a description of how the award will be administered and by whom. Use additional pages, if necessary.

**V.** Describe (1) why your organization's project or program is necessary; (2) who will be served by the project or program, and where; (3) how the project or program furthers the Foundation's charitable purpose; and (4) how your organization will evaluate the success of its project or program. Use additional pages, if necessary.

---

---

---

**FINANCIAL INFORMATION REGARDING YOUR ORGANIZATION:**

**I.** Please attach a copy of your organization's operating budget for the current fiscal year, as well as a projected budget for the upcoming fiscal year. If the current fiscal year's budget is unavailable, please attach a copy of your organization's operating budget for the most recent fiscal year. Be sure to identify all sources of income.

**II.** Please attach a copy of your organization's most recent certified, audited financial statements, if available. If certified, audited financial statements are unavailable, please provide copies of your organization's most recent financial statements as approved by your governing body.

**III.** Please attach a copy of your organization's most recent Form 990 or other federal tax return, if available.

**IV.** Please attach a copy of your organization's Determination of Tax-Exempt Status Letter from the Internal Revenue Service.

**V.** Please attach a copy demonstrating your organization's listing in the IRS Publication 78 – The Cumulative List of Qualified Charities described in section 170(c) of the Internal Revenue Code of 1986. If your organization is covered under a group exemption letter, please provide a copy of such letter.

**VI.** Please attach the current roster of your organization's Board of Directors.

## **APPLICANT'S ACKNOWLEDGMENTS**

By submitting this application, your organization acknowledges and agrees that:

1. Incomplete applications will not be considered.
2. US Wind Force Foundation, Inc. is under absolutely no obligation to award a grant to your organization.
3. If awarded a grant, your organization will use the funds only for the purpose(s) for which the grant is made.
4. If awarded a grant in relation to a program or project lasting greater than ninety (90) days, your organization is required to submit periodic progress reports in a form promulgated by the Foundation, with the first such report being due not later than ninety (90) days after the date of your grant award letter, and your organization shall continue to make such reports each ninety (90) days thereafter until such organization's project or program is completed.
5. If awarded a grant, regardless of the duration of the program or project for which your organization may be awarded a grant, a final report in a form promulgated by the Foundation shall be due within ninety (90) days of the completion of your organization's project or program.

6. If it appears that grant funds are misused and/or diverted from their intended purpose, the Foundation reserves the right to withhold undistributed funds and/or recover such funds.

**I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT:**

The tax-exempt status of this Organization is still in effect, this Organization does not support or engage in any terrorist activity, and if a grant is awarded to this Organization, the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism, or used for any other unlawful purpose.

*Signatures:*

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date