

GEORGE C. WADLEIGH FOUNDATION, INC.

APPLICATION PROCEDURE

1. The grant request must detail how it will benefit the (1) aged indigent of Haverhill or the (2) aged indigent of Greater Haverhill or the (3) indigent of Haverhill or Greater Haverhill. The grant narrative should be no longer than four pages exclusive of appendices and include:
 - a. The estimated number of individuals who will benefit from the proposed grant, the percentage of benefitting individuals who are (i) aged indigent or (ii) indigent and the communities in which they reside.
 - b. The projected grant budget including line item costs.
 - c. Requests involving construction or equipment purchases must include estimates/quotes with supporting documentation from reliable vendors.
 - d. The beginning and ending dates for the proposed grant.
2. The application must include:
 - a. A current IRS determination letter stating that the applicant is a tax-exempt organization complying with the requirements of Section 501 (c) (3) of the Internal Revenue Code.
 - b. The names, addresses, phone numbers and professional affiliations of the Organization's current officers and directors/trustees/local advisory board members.
 - c. The Organization's financial statements (audit preferred) for the most recently completed fiscal year and the Organization's current operating budget.
 - d. Additional resources being solicited for funding this proposal.
 - e. A one-page executive summary providing an overview of the project and the funds being requested.
3. A detailed accounting, including the status of unexpended funds, for the prior year's grant, if applicable, must be submitted to the Wadleigh Foundation by September 1st of the following year.
4. Without the prior approval of the Wadleigh Foundation, funds that will not be expended for their originally intended purpose must be returned to the Wadleigh Foundation by November 1st of the following year.
5. Applicants are strongly encouraged to pursue additional funding sources.
6. An Application can be submitted by mailing it to:

George C. Wadleigh Foundation, Inc.
Attn: Joanne Sulis
PO Box 791
Haverhill, MA 01831 or email jsulis@pentucketbank.com