

GRANT APPLICATION PROCEDURE

GEORGE C. WADLEIGH FOUNDATION, INC.

1. The grant application must detail how it will benefit (i) the **aged indigent** of Haverhill or (ii) the **aged indigent** of Greater Haverhill or (iii) the **indigent** of Haverhill or Greater Haverhill. The grant narrative should be no longer than three pages exclusive of appendices and include:
 - a. The estimated number of individuals who will benefit from the grant who are (i) aged indigent or (ii) indigent and (iii) the communities where they reside.
 - b. The projected budget for the proposed project with a line item cost breakdown.
 - c. Applications involving construction or equipment purchases must include estimates/quotes from qualified vendors.
 - d. The beginning and ending dates for the proposed project.
2. The application must include:
 - a. A cover sheet providing a one page executive summary of the proposed project that includes a breakdown of the amount and use of the funds requested.
 - b. 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.
 - c. The name, address and professional affiliation of the organization's current officers and directors/trustees/local advisory board members.
 - d. The name, phone number and email address of the organization's contact person.
 - e. The applicant's financial statements (audit preferred) for the most recently completed fiscal year and the Organization's current operating budget.
 - f. Additional resources being solicited for funding this proposal.
3. Applications submitted for the Foundation's annual funding cycle are due August 1st. Accepted applications will be funded at the end of December. Consideration will also be given to applications that are not part of the annual funding cycle if urgent or emergency circumstances are involved.
4. A detailed accounting of the prior year's grant, if applicable, including the projected use of any unexpended funds must be submitted to the Wadleigh Foundation by September 1st of the following year.
5. Funds that will not be used for their originally approved purpose must be returned to the Wadleigh Foundation by November 1st of the following year. Applicants may apply for authorization to use funds for a purpose other than originally approved by submitting an "Application to Amend Grant" by September 1st of the following year.

Applications and questions should be sent to:

admin@wadleighfoundation.com