

## ***GRANT APPLICATION PROCEDURE***

### ***GEORGE C. WADLEIGH FOUNDATION, INC.***

1. A 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 and it must 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 in which 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 or quotes from qualified vendors.
  - d. The beginning and ending dates for the proposed project.
  
2. Additional application requirements:
  - a. A grant narrative no longer than three pages exclusive of appendices and a ONE-PAGE EXECUTIVE SUMMARY cover note.
  - b. A current IRS determination letter stating that the applicant is a tax-exempt organization complying with the requirement of Section 501 (c)(3) of the Internal Revenue Code.
  - c. The name, phone number and email address of the organization's contact person \*.
  - d. The name, address and professional affiliation of the organization's current officers and director/trustees/advisory board members \*.
  - e. The applicant's financial statements for the most recently completed fiscal year and the organization's current operating budget \*.
  - f. Additional resources being solicited for funding this proposal.
  - g. A detailed accounting and evaluation of the prior year's grant, if applicable, including the timetable for the use of any unexpended funds must be submitted to the Wadleigh Foundation by September 1<sup>st</sup> of the following year.
  - h. Applications must be submitted in PDF format and as one document.
  - i. Completed Application Checklist.
  - j. Application submissions will be acknowledged. If an email acknowledgment is not received within 7 business days applicant should contact the Foundation.

\*For applicants associated with national or regional organizations, please furnish the requested information for the local Haverhill/Greater Haverhill organization.

3. Applications submitted during the Foundation's annual funding cycle are due August 1<sup>st</sup>. Accepted applications will be funded at the end of December. Consideration will be given to applications that are not part of the annual funding cycle if urgent or emergency circumstances apply.
  
4. Funds that will not be used for their originally approved purpose must be returned to the Wadleigh Foundation by November 1<sup>st</sup> 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 1<sup>st</sup> of the following year.

Applications and questions should be sent to: [admin@wadleighfoundation.com](mailto:admin@wadleighfoundation.com)