

# \$10,000 to \$30,000

---

*The Henderson-Wessendorff Foundation*

## REQUEST INFORMATION

---

You may find answers to Frequently Asked Questions on our Grants web page at <https://hw-foundation.com/grants/>.

### **Proposed purpose:\***

*Character Limit: 250*

### **Amount requested:\***

*Character Limit: 20*

### **Total project, program or operating cost:\***

*Character Limit: 20*

### **Amount of funds received to date in support of the total cost of the project, program or operations:\***

*Character Limit: 20*

### **List outstanding funding requests related to this project, program, or operations:\***

*Character Limit: 500*

### **Upload a detailed budget for the amount requested.\***

If requesting operating support, upload the organization's budget.

*File Size Limit: 6 MB*

### **When do you plan to use these grant funds?\***

*Character Limit: 100*

### **What needs have been identified, and how will the requested funds be used to address these needs?\***

Include geographic area and numbers to be served.

*Character Limit: 4000*

## ORGANIZATION AND BOARD INFORMATION

---

### **Mission statement:\***

*Character Limit: 300*

**If New Applicant, provide a brief history of the organization and program.\***

Include geographic area, numbers to be served, and the year established. If previous grantee, type NA.

*Character Limit: 3000*

**Upload a list of the organization's current board members.\***

Include their company and community affiliations, and number of years served.

*File Size Limit: 2 MB*

**Describe upcoming leadership changes or changes which occurred during the past two years.\***

*Character Limit: 1000*

**Upload a one page cover letter on organization letterhead.\***

This letter should be signed by the Executive Director and Board Chair, and include the following:

- Specific amount of the request and purpose for use of funds
- Name, title, phone numbers and email address of the Executive Director
- Name, title, phone numbers and email address of the Board Chair
- Name, title, phone numbers and email address for the person with whom the Foundation is to communicate about this request
- Name, title, phone numbers and email address for the person who is authorized to execute an electronic Grant Agreement, if a grant is approved

*File Size Limit: 2 MB*

## **FINANCIAL INFORMATION**

---

**Fiscal year end date:\***

*Character Limit: 10*

**Upload the organization's current, board approved, budget.\***

*File Size Limit: 6 MB*

**Upload the organization's financial statements for the previous fiscal year.\***

If statements are not audited, an internally prepared statement of financial position and balance sheet marked unaudited is acceptable.

*File Size Limit: 6 MB*

**Does the organization file an IRS Form 990?\***

If so, the Form 990 will be reviewed through online sources and you will be contacted if additional information is needed.

**Choices**

Yes

No

**FEEDBACK**

---

**What feedback would you give to the Foundation about our grantmaking process or system?**

Responses to this question will not affect future grant decisions for your organization. We truly wish to improve and streamline our process where possible.

*Character Limit: 10000*

Clicking submit will notify the Grants Officer of your request. Please do not send an additional email. The Grants Officer will begin the review process and will contact you within the next one to two months.

**ADDITIONAL DOCUMENTATION**

---

**Upload additional documents important to this request. (optional)**

*File Size Limit: 6 MB*

**Upload additional documents important to this request. (optional)**

*File Size Limit: 6 MB*

**Upload additional documents important to this request. (optional)**

*File Size Limit: 6 MB*