

# \$10,000 to \$50,000

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*The Henderson-Wessendorff Foundation*

## **REQUEST INFORMATION**

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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 received to date from sources other than HWF in support of the total cost stated above:\***

*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**

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### **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 HWF 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***

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**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.\***

An internally prepared financial statement marked 'unaudited' is acceptable, if an audit report is not available.

*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

## ***ADDITIONAL DOCUMENTATION***

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### **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*

## ***FEEDBACK***

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### **What feedback would you give to HWF 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 HWF of your request. Please do not send an additional email. The review process will begin and a Program Officer will contact you within the next one to two months.