



# Education/Literacy Grant Application Cover Sheet

**Please take a moment to review our criteria and checklist before submitting an application.**

In order to qualify for funding, an organization must have a 501 (c)(3) status in their name (no affiliates accepted) and must have been incorporated for a minimum of 3 years prior to application.

Applications must be received no later than March 17, 2008, by 5 p.m. Central time.

Funding requests must be made using the WHO Foundation application. Electronic and faxed submissions will not be accepted. **No phone calls, please.**

**Funding will be considered, but not guaranteed, to charities which focus on education and meet the following criteria:**

- Total organization budget of \$3 million or less
- All Government funding totaling less than 30% of income
- United Way funding of less than 30% of income

\*If your organization does not meet the above requirements, please do not apply.

**Funding WILL NOT be given to the following types of organizations. Please DO NOT apply if your organization fits into one of these categories:**

- Personal requests, loans or scholarships to individuals
- Religious organizations
- Building campaigns
- Capital campaigns

## **APPLICATION CHECKLIST:**

Please include these attachments with your application

- Copy of your 501 (c) (3) IRS letter
- Specific budget for which the grant is requested
- Brief history of your organization
- Most recent audit, if available
- Detailed organization budgets for previous two years
- Two self-addressed, postage-paid envelopes to be used for notification



## WHO Foundation Education/Literacy Grant Application

WHO Foundation Literacy/Education grants provide funding to 501(c)(3) nonprofit organizations in the United States and Puerto Rico to support free after school organizations and for the implementation or expansion of literacy programs for low-income children of all ages. In order to qualify for funding, an organization must have been incorporated for a minimum of 3 years prior to application.

This application form must be typed and completed in full, or you may retype it in its entirety. When answering questions, please do not make references to attachments. Return completed application with one set of required attachments.

- **Application Deadline: March 17, 2008 (Applications must be received, not postmarked, by the application deadline.)**
- **Grants awarded by: Early May, 2008**
- **Incomplete or late applications will not be reviewed and will not be returned. Faxed and electronic applications are not accepted. No telephone calls please.**

Mailing address: The WHO Foundation Education/Literacy Grants  
PO Box 816029  
Dallas, TX 75381-6029

Physical mailing address: The WHO Foundation Education/Literacy Grants  
2121 Midway Road  
Carrollton, TX 75006

In order that full consideration can be given to each request, please answer all of the following questions. If a question is not applicable to your organization, please indicate by typing N/A.

### GENERAL INFORMATION

1. Name of Organization: \_\_\_\_\_
2. Date Organization Received 501(c)(3) rating: \_\_\_\_\_
3. Complete Address: \_\_\_\_\_
4. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web site: \_\_\_\_\_
5. Executive Director: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
6. How did you hear about this grant opportunity? \_\_\_\_\_  
(example: First Book, Afterschool Alliance, website, other)
7. Project Name: \_\_\_\_\_

8. Amount of money requested (maximum request \$5,000): \_\_\_\_\_ (suggested requests: healthy snacks, books, Educational field trips, etc. ) Note: No funding for salaries.

### ORGANIZATION INFORMATION

1. What most accurately describes your organization?

\_\_\_\_\_ After school program                      \_\_\_\_\_ Shelter  
\_\_\_\_\_ Library    \_\_\_\_\_ Child Care  
\_\_\_\_\_ Tutoring/Mentoring                      \_\_\_\_\_ Other *Please describe:* \_\_\_\_\_  
\_\_\_\_\_ Preschool/Early Education

2. Number of paid staff: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_ Hours per week: \_\_\_\_\_

3. Describe the demographics (age, race, socioeconomic information) of who you help; include a brief description of how you serve this population: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How would requested funding be used? (Be very specific.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is funding requested to expand an existing service? Yes \_\_\_\_\_ No \_\_\_\_\_

5. What criteria have been established to evaluate this project's success? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Who will be responsible for filing quarterly reports with the WHO Foundation regarding use of funds?

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### BUDGET

1. What **percent** of the total agency budget is received from the following sources?

All Government (Federal, State, Local) \_\_\_\_\_ United Way \_\_\_\_\_ Corporate \_\_\_\_\_

Individual \_\_\_\_\_ Foundation \_\_\_\_\_ Churches \_\_\_\_\_ Other (please specify): \_\_\_\_\_

2. Is this project part of your current budget or only by special funding? \_\_\_\_\_

3. Will funds received from the WHO Foundation be placed in an endowment fund? If so, what percent?

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4. Previous recipient of WHO Foundation grant? (If so, please provide date and amount): \_\_\_\_\_

**REQUIRED ATTACHMENTS**

- Copy of your 501 (c) (3) IRS letter
- Specific program budget for which the grant is requested
- Brief history of your organization
- Most recent audit, if available
- Detailed organization budgets for previous two years
- Two self-addressed, postage-paid envelopes to be used for notification

\_\_\_\_\_  
Signature of Executive Director/Board Chair

\_\_\_\_\_  
Date

By signing this request, if your organization is awarded funding, you give the WHO Foundation permission to include information in press releases, electronically, etc.