



Education/Literacy Grant Application Cover Sheet

Please review our criteria and checklist prior to submitting an application. Failure to follow guidelines will result in non-consideration.

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 5 p.m central time on March 9, 2010.

Funding requests must be typed using the WHO Foundation application. Electronic and faxed submissions will not be accepted. **Phone calls will not be accepted.**

Funding will be considered, but not guaranteed, to charities focusing on education and literacy that meet the following guidelines:

- 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.

We fund only certified 501(c)(3) organizations and will not consider the following types of organizations, activities or purposes:

- Personal requests, loans or scholarships to individuals
- International programs or projects
- Government agencies
- Fiscal agents
- Religious organizations
- Foundations that are grant making institutions
- Advertising in charitable publications
- Sports organizations
- Research Projects
- Travel for individuals or groups
- Conferences, galas, charity balls, sponsorships, holiday parties, seminars, or reunions
- Capital campaigns
- Salaries
- Building campaigns
- Endowment funds
- YMCAs or YWCAs
- Public Schools or PTAs/PTOs

APPLICATION CHECKLIST:

The following information **MUST** be included with our application to be considered for funding. Failure to attached required documentation will result in non-consideration.

- Copy of your 501 (c) (3) IRS letter
- Specific budget for which the grant is requested
- Brief history of your organization (including mission statement, goals and objectives)
- 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 Education/Literacy 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 education and/or 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 9, 2010 (Applications must be *received*, not postmarked, by the application deadline.)**
- **Grants awarded in early May, 2010**
- **Incomplete or late applications will not be reviewed and will not be returned. Faxed and electronic applications are not accepted. Phone calls will not be accepted.**

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: books, educational field trips, learning tools, etc.) NOTE: No funding for salaries.
9. How many people will this grant help?
_____ # of children/infants _____ # of adults (Please circle: women/men) _____ # of families _____ # of seniors

10. This organization's budget is \$3 million or less ____yes ____no

11. This organization's salaries/wages and benefits are not more than 50% of our income ____yes ____no

ORGANIZATION INFORMATION

1. Which of the following most accurately describes your organization?

- | | |
|--|---|
| <input type="checkbox"/> After school program | <input type="checkbox"/> Shelter |
| <input type="checkbox"/> Library | <input type="checkbox"/> Child Care |
| <input type="checkbox"/> Tutoring/Mentoring | <input type="checkbox"/> Teen Center |
| <input type="checkbox"/> Preschool/Early Education | <input type="checkbox"/> Women's Center |
| | <input type="checkbox"/> Other Please describe: _____ |

2. Number of paid staff: _____ Hours per week: _____ Number of volunteers: _____ Hours per week: _____

3. Describe the demographics (age, race, socioeconomic information, number served) of those you help; include a brief description of how you serve this population and how they know about your charity: _____

3. If awarded, specifically how would requested WHO funds be used? _____

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 a financial report (**due December 1, 2010**) 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. 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, **including anticipated use of WHO funds**
- Brief history of your organization (including mission statement, goals and objectives)
- 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 or Board Chair

Date

By signing this request, if your organization is awarded funding, your organization will allow the WHO Foundation permission to include information and photos in all media relations.