



# Funding 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) rating in their name (no affiliates accepted) and must have been incorporated for a minimum of three (3) years prior to application.
- Applications must be received no later than September 8, 2009, by 5 p.m. Central time.
- Funding requests must be made using the WHO Foundation application. The questions may be re-typed in order of the application in a Word document. Electronic and faxed submissions will not be accepted. **No videos or phone calls, please.**
- **Funding will be considered, but not guaranteed, to community-focused charities with:**
  - 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
  - Salaries/wages and benefits not more than 50% 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  
International programs or projects  
Government agencies  
Fiscal agents  
Educational institutions  
Political causes, candidates, organizations or campaigns  
Building campaigns (i.e. Habitat for Humanity)  
Foundations that are grant making institutions  
Conferences, galas, charity balls, sponsorships, seminars, or reunions

Sports organizations  
Research projects  
Travel for individuals or groups  
Capital campaigns  
Salaries  
Religious organizations  
Endowment funds  
Advertising in charitable publications

## **APPLICATION CHECKLIST:**

Please include these attachments with your application

- Copy of IRS 501 (c)(3) designation letter
- A brief history of the organization
- Specific budget outline of the project for which grant is requested
- Most recent audit
- List of Board of Directors of your organization
- List of agency-paid staff positions and roles (no job descriptions, please)
- Two self-addressed postage-applied envelopes to be used for notification



# Funding application form

The WHO (Women Helping Others ®) Foundation supports community-focused charities that serve the overlooked needs of women, children and families.

In order to qualify for funding, an organization must have a 501 (c)(3) rating in their name and must have been incorporated for a minimum of three years **prior** to application. The WHO Foundation provides funding for programs serving women, children and families in the United States and Puerto Rico. For additional eligibility information, please visit our website at [www.whofoundation.org](http://www.whofoundation.org).

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 application with one set of the required attachments (see VI, page 3). **Application must be received no later than September 8, 2009, by 5 p.m. Central time. No phone calls please. If you have previously received a grant from the WHO Foundation, you may apply again after three years.**

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

**Faxed or electronic copies will not be accepted.**

In order that full consideration can be given to each request, please answer all of the following questions. If there is no appropriate answer to a question, please indicate by typing N/A.

I. GENERAL INFORMATION

- 1. Name of organization: \_\_\_\_\_
- 2. Date organization received 501(c)(3) rating: \_\_\_\_\_
- 3. Complete address: \_\_\_\_\_
- 4. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_
- 5. Name of Executive Director: \_\_\_\_\_ E-mail address: \_\_\_\_\_
- 6. Request submitted by: \_\_\_\_\_
- 7. Title: \_\_\_\_\_ E-mail address: \_\_\_\_\_
- 8. Project/Program name: \_\_\_\_\_
- 9. Amount of money requested: \_\_\_\_\_
- 10. How would the funding be used: \_\_\_\_\_

(Be very specific. A detailed description of how funds will be used is looked upon favorably: i.e. items to purchase, literature, equipment, etc. Please note: as a general rule, the Foundation does not fund salaries or indirect costs. A specific detailed program budget is a required attachment.)

## II. PROGRAM INFORMATION

1. What community need will this project address? Describe the number and group of people the project will assist.
2. What other organizations in your community are addressing this need?
3. Describe step by step how the project will work and how the funds requested would help make the project successful.

## III. EVALUATION

1. How and when will the project's success be evaluated and who will be responsible for that evaluation?
2. Who will be responsible for filing quarterly reports with the WHO Foundation?

\_\_\_\_\_ (name) \_\_\_\_\_ (phone number) \_\_\_\_\_ (e-mail address)

## IV. BUDGET

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

Federal \_\_\_\_\_ State \_\_\_\_\_ Local government \_\_\_\_\_ United Way \_\_\_\_\_ Corporate \_\_\_\_\_ Individual \_\_\_\_\_ Foundation \_\_\_\_\_  
Churches \_\_\_\_\_ Other (please specify) \_\_\_\_\_

2. Is this project part of your current budget or only by special funding?
3. Please list any current funding sources for this project, as well as other sources solicited and the status of your request.
4. Have you previously received WHO Foundation funds? If so, please specify date received, name of project and general use of funds.

## V. FUTURE FUNDING

1. If the project is funded, what is the plan to continue project funding in the future?

## VI. REQUIRED ATTACHMENTS

1. Copy of your organization's 501(c)(3) IRS letter
2. A brief history of the organization
3. List of agency paid staff positions and roles (no job descriptions please)
4. Detailed budget outline of the project for which the grant is requested
5. List of Board of Directors
6. Most recent audit
7. Detailed organization budgets for previous two years
8. Two self-addressed, postage-applied envelopes to be used for notification

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Signature of the President, Executive Director, or Chairman of the Board

Title

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

NOTE: If funding requested is granted by another organization, please inform us immediately.