



# Funding Application Cover Sheet

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

- o 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 3 years prior to application.
- o Applications must be received no later than Sept. 9, 2008, by 5 p.m. Central time.
- o Funding requests must be made using the WHO Foundation application. Electronic and faxed submissions will not be accepted. **No videos or phone calls, please.**
- o **Funding will be considered, but not guaranteed, to grass-roots 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 budget

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

- o **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 (including Young Men's and Women's Christian Association – YMCA and YWCA)
  - Building campaigns (i.e. Habitat for Humanity)
  - Educational institutions
  - Political causes, candidates, organizations, or campaigns

\* Please visit our website ([www.whofoundation.org/WHO\\_FundingCriteria](http://www.whofoundation.org/WHO_FundingCriteria)) for a full list of these organizations.

## **APPLICATION CHECKLIST:**

Please include these attachments with your application

- Copy of IRS 501 (c)(3) designation letter
- A brief history of the organization
- Budget outline of the project for which grant is requested
- Detailed organization budgets for previous two years
- 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 nationally supports grass-roots charities serving the overlooked needs of women and children.

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 and children in the United States and Puerto Rico. For additional eligibility information, please visit our Web site 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 VII, Page 3). **Application must be received no later than Sept. 9, 2008**, by 5 p.m. Central time. **No telephone calls please. If you have previously received a grant from us, you may apply again after three years.**

**Mailing address: The WHO Foundation Grants  
P. O. Box 816029  
Dallas, TX 75381-6029**

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

**Fax 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 that by typing N/A.

## 1. GENERAL INFORMATION

1. Name of organization: \_\_\_\_\_

2. Date organization received 501(c) (3) rating: \_\_\_\_\_

3. Complete address: \_\_\_\_\_  
(Address) (City) (ST) (ZIP)

4. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web site: \_\_\_\_\_

5. Name of Executive Director: \_\_\_\_\_

6. Request submitted by: \_\_\_\_\_

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

7. Project/Program name: \_\_\_\_\_

8. Amount of money requested: \_\_\_\_\_

9. How would the requested funding be used? \_\_\_\_\_

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

## II. PROGRAM INFORMATION

1. What community need will your program address? How many people in your service area are affected?
2. Describe the group of people to be served.
3. What other organizations in your community are addressing this need?
4. Describe step by step how the program will work.
5. Is funding requested to expand an existing service? If so, how? Or is funding requested to offer a new service?
6. List the project objectives. (How will you know the program has been successful?)

## II. EVALUATION

1. What criteria have been established to evaluate this project's success at the end of the first year? For later years, if applicable?
2. Who will have the responsibility for evaluating whether these criteria have been met and at what point?
3. Who will be responsible for filing periodic 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. Will funds received from the WHO Foundation be placed in an endowment fund? If so, what percent?

4. Please list any current funding sources for this project, as well as other sources solicited and the status of your request.

5. Have you previously received WHO Foundation funds? If so, please specify name of project and date received.

## V. FUTURE FUNDING

1. What plans for continuing this project do you have beyond the grant and/or availability of other resources?

## 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) 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

---

Signature of the President or Chairman of the Board of Directors

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

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