Community Grants Program Application

The Washington, D.C. Alumnae Foundation, Inc. ("WDCAF") provides grants for community-based programs/projects offered by non-profit 501(c)(3) organizations in Washington, D.C. through a competitive grant application process.

Criteria for Selection:

- Programs and projects will be used exclusively for charitable, religious, educational or scientific purposes.
- Project or activity must be targeted to support youth, the elderly and families within Washington, D.C.
- Project or activity must not have received funding from WDCAF during the immediate past two calendar years.

The application period for WDCAF's Community Grants Program opens August 1st at 12:00 a.m. and closes September 30th at 11:59 p.m. each calendar year.

Community Grants Program Application

Organization Name:_____

Program/Project:_____

Contact Person:_____

Address:_____

City: State: Zip Code:_____

Telephone:_____

Email:_____

Website:_____

<u>Program/Project Description</u>: Attach a description on organizational letterhead of the program/project for which you are seeking support.

Your program/project description should include the following information: (1) the specific activities that will take place, along with a corresponding timeline; (2) the population and the total number of individuals to be served; and (3) your anticipated/past results. (Limit your response to two (2) typewritten, double-spaced pages, 12-point font only. You may supplement your narrative with appropriate visual materials.

Total Funds Requested: $ _____

Program/Project Budget: Attach a one-page budget justification in which you outline how the funds will be allocated (e.g., supplies, salaries, etc.).

<u>Non Profit Certification:</u> Attach copy.

Community Grants Program

Organization Official (signature)*:_____

Date:_____

* The signature of your organization's chief operating officer is required.

(FOR OFFICIAL USE ONLY)

WDCAF Official (signature):_____

Date:_____

Amount funded: $_____

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SUBMISSION INSTRUCTIONS

Hardcopy Submissions: Mail an original and three (3) copies of your completed application, including all attachments, to WDCAF, Inc., P.O. Box 60526, Washington, D.C. 20039. All hardcopy submissions must be postmarked no later than September 30th.

Electronic Submissions: Email a scanned copy of your completed application, including all attachments to info@wdcaf.org.
All electronic submissions must be received no later than 11:59 pm on September 30th.

WDCAF

Community Grants Program Evaluation

Organization Name:_____

Organization Official:_____

Address:_____

City: State: Zip Code:_____

Telephone:_____

Email:_____

Website:_____

Use this form to document the progess of your program. Include the following items in your report and remit to WDCAF after completion of the activity(ies) for which funds were granted. Describe activity(ies) during the past year. Report should be provided until all funds are expended.

Accomplishments:_____
_____
_____
_____

Numbers Served:_____

Barriers and Challenges:_____
_____
_____
_____
_____

Community Partners:_____
_____
_____
_____
_____

Upcoming Activities:_____
_____
_____
_____
_____

How Funds Granted Were Used:_____
_____
_____
_____
_____

Matching Funds (as appropriate):_____
_____
_____
_____
_____

Attach extra sheets, if necessary.

WDCAF secures funds from donations and fundraising to provide grants to program and project activities of Washington, D.C. 501(c)(3) non-profit or not-for-profit organizations/agencies. The supported programs will include public service programs that benefit youth, the elderly and families in the District of Columbia.

WDCAF accepts donations from individuals and organizations to support our Community Grants Programs. Donations are tax deductible to the extent allowed by the law.