



## Grant Application

*Cover Sheet*

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Executive Director E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Amount of money requested from the Women's Fund: \_\_\_\_\_

Total cost of the program: \_\_\_\_\_

Type of program i.e. (educational, health, job training): \_\_\_\_\_

Number of clients benefitting from the program: \_\_\_\_\_

Age range of clients: \_\_\_\_\_

Targeted geographical area: \_\_\_\_\_

***Grant requests must be signed by your Executive Director***



## Grant Checklist

### 14 copies of the following documents:

- Complete and attach grant application cover sheet
- Letter of Intent (not to exceed 2 pages; see guidelines for information to be included)
- Project Budget
- Executive Director signature on Letter of Intent

### 1 copy of the following documents:

- Current Board list
- IRS 501(c)(3) determination letter
- Most recent audit
- Supporting documentation (optional; limited to 2 pages)

**Grants must be received by Friday, September 15, 2017. Grants should be addressed to:**

The Women's Fund  
Attn: Grants Committee  
2 William Street  
Clinton, NY 13323

**We will not accept grants sent by hand-delivery, FAX or e-mail.**