

WITAN Project Summary Form 2009-2010

Information requested must be on this form with 12 copies (13 total including original) on 2-sided, 3-hole punch paper. Current financial statement, budget and proof of 501c3 status must be attached.

Please do not include any additional materials at this time.

Agency Name: _____

Address: _____

Contact Person: _____

Phone: _____

E-mail: _____ Website: _____

Non-Profit Tax I.D.#: _____

Amount Requested: _____ Date: _____

Itemize Project Request:

Explanation of Project:

Project Timetable:

Services Provided By Your Agency:

Communities or Counties Served By Your Agency:

WITAN PROJECT SUMMARY FORM

Number of clients served by your agency: _____

Number of people who would be DIRECTLY affected by this project: _____

Amount and source of present funding: \$ _____

Does your agency have an "Auxiliary"? Yes _____ No _____
If "Yes", what is its function?

Do you have any community-wide fundraising event(s)? Yes _____ No _____
If "Yes", describe the event(s), including how much each event nets in income to your agency.

Number of Staff: _____ Number of Volunteers: _____

Annual Income: \$ _____ Annual Expenses: \$ _____

Administrative Costs: \$ _____ Fundraising Costs: \$ _____

How do you plan to promote WITAN'S support of your agency/project?

Newsletter _____ Web Site _____ Agency Press Release _____ Brochure _____

Other (Explain):

Please make 12 copies (13 total including the original) of this application on 2-sided, 3-hole punch paper along with current Financial Statement and Budget. Please do not send any additional materials at this time.

Please send to:

WITAN
Attention: Mary Ann Freedman
P.O. Box 5448
Akron, Ohio 44334-0048

Please Note:

WITAN will not fund the following:
1) For-Profit Organizations
2) Salaries for any personnel.
3) Any political parties, candidates or organizations supporting politically charged issues.

*****SEE ATTACHED CHECKLIST*****



**WITAN Project Summary Form
2009-2010
Application Checklist**

For your convenience, the following is a checklist to assist you in the WITAN grant process:

- _____ 1. **13 Copies Project Summary Form (12 plus original) on 2-sided, 3-hole punch paper.**
- _____ 2. **Copy current financial statement. Note that if financial statement has more than 3 pages, you only need to include one copy of this document.**
- _____ 3. **Copy current budget.**
- _____ 4. **Proof of 501©3 status.**