

August 1, 2011

Dear Development Director:

WITAN is a self-sustaining non-profit woman's organization founded in Akron in 1943. Since its inception, the members of WITAN have volunteered more than 2 million service hours, and through fundraising efforts have granted over \$1 million to the community.

WITAN funds up to ten projects each year with annual gifts to the community, usually around \$50,000. The exact amount of these gifts will depend on the net income from various WITAN fundraising events throughout the coming year.

As a non-profit agency or organization serving the needs of the greater Akron and Summit County areas, we invite you to apply for funding in either of the following two ways:

1. If your project request is for funds of \$600 or less, simply provide a description of your project on letterhead with the requested funding amount. Please also submit 12 additional copies (13 total copies) printed on 2-sided, 3-hole punch paper. Mail to: Beth Aufmuth, Allocations Chair at the address below, postmarked no later than October 31, 2011. New this year, please include a list of your agencies current board members.
2. If your project request is for funds greater than \$600, you must go to www.witaninfo.org and print a Project Summary Form. Please complete this form and return 12 copies printed (13 total) on 2-sided, 3-hole punch paper, along with the same amount of copies of the requested supporting information postmarked by November 30, 2011, to the Director of the Civic Committee, Corrine Tennent. New this year, please include a list of your agencies current board members.

Please note that WITAN makes an effort to share our funding among projects representing health, education, preservation and the arts.

Requests for funds for projects of \$600 or less are allocated on an as-needed basis between November and the following May. Project funding requests greater than \$600 are reviewed between December and April. If needed, site visits will be made during February and March. Up to 10 projects are recommended to the general membership, and will be voted on in May, 2012. Agencies or organizations approved for funding are notified in May, and have one year to claim the funds.

WITAN will not fund:

1. For-profit organizations.
2. Salaries for any personnel.
3. Any political parties or candidates, or an organization supporting politically charged issues.

WITAN looks forward to reviewing your request. If you have any questions, please contact me at 440-792-4880 or 216-956-0562.

Sincerely,

Corrine Tennent
Director,
2011-2012 Civic Committee

Mail to:
WITAN
Attention: Corrine Tennent
P.O. Box 5448
Akron, OH 44334-0448

WITAN Project Summary Form 2011-2012

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. **NEW THIS YEAR** please enclose a list of your current board members with the grant request.

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:

Please Note:

WITAN
Attention: Corrine Tennent
P.O. Box 5448
Akron, Ohio 44334-0048

- 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
2011-2012
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.**
- _____ 5. **List of current board members.**