



FOUNDATION FOR METROWEST

GRANT APPLICATION 2011

Foundation for MetroWest's grantmaking program consists of four fields of interest. Please indicate which type of grant your organization is applying for:

Arts & Culture
Family Support

Environment
Youth Development

1. Identity and Eligibility

Charity Name:

Address:

City:

State/Region:

ZIP code:

Website URL:

Twitter ID:

Facebook ID:

EIN:

If your charity has a different legal name or fiscal agent, please enter it here:

Why the naming difference?

What is your organization's annual operating budget?

2. Contact Information

Grant Contact Name:

Title:

Email:

Phone:

Executive Director Name:

Email:

Phone:

3. Type of Organization:

Field of Service:

- Arts, Culture & Humanities
- Education
- Environment & Animal-Related
- Crime & Legal-Related
- Employment
- Food, Agriculture & Nutrition
- Housing & Shelter
- Recreation & Sports
- Youth Development
- Human Services
- Civil Rights, Social Action & Advocacy
- Community Improvement & Capacity Building
- Philanthropy, Volunteerism & Grantmaking Foundations

If your charity does not fit any of these categories, please explain.

4. Is your organization based in MetroWest?

Which towns will be impacted by your proposed project?

- | | | | |
|------------|-------------|--------------|-------------|
| Acton | Holliston | Milford | Waltham |
| Ashland | Hopkinton | Millis | Wayland |
| Boxborough | Hudson | Natick | Wellesley |
| Carlisle | Lexington | Needham | Westborough |
| Concord | Lincoln | Sherborn | Weston |
| Dedham | Marlborough | Southborough | Westwood |
| Dover | Maynard | Stow | Other: |
| Framingham | Medfield | Sudbury | |
| Harvard | Medway | Walpole | |

5. If your organization is not based in MetroWest, please provide us with more information about your role in the MetroWest region.

6. What is the mission of your organization? What do you do? (150 word limit)

7. Please provide a clear and concise summary of your proposal. (150 word limit)

8. What needs in the MetroWest are being addressed by your project?

Please do your best to quantify the need, e.g. number of children receiving free lunch in your town, number of families receiving aid, number of domestic violence calls to local authorities, etc. *(300 word limit)*

9. What measurable impact will this award have on your organization and in your community? (300 word limit)

10. How many people in the MetroWest region will be impacted by your project?

11. Requested dollar amount for grant:

12. Can your organization implement this project if less than the requested funding is received? How? If you are applying to other funding organizations for this project, please provide us with a list.

13. How will you evaluate your project? Please describe your methodology.

14. How did you hear about the Foundation for MetroWest?

RFP announcement	Word of mouth
Have received a grant previously	Local media
Web search	Other:

15. Organization Information

Total Number of Staff	
Full-time	
Management	Other
Part-time	
Management	Other
Number of volunteers	Estimated volunteer hours per year

17. List of current officers and trustees with institutional affiliations:

18. Do your bylaws have term limits for trustees?

Yes

No

If yes, what are they?

If no, why?

SUBMISSION INSTRUCTIONS & DEADLINES:

Note: Applications that don't follow these instructions will not be considered. If we don't have your final grant report from past grants, your application will also not be considered.

- You will need to submit the following sections electronically by **August 12, 2011** at **5:00 PM**:
 - Grant Application Form
 - Project and Operating Budget. Please use the [Associated Grant Makers Project & Budget Summary Form](#).
- You will need to mail the following hardcopies to the Foundation. These documents must be postmarked by **August 12, 2011**.
 - IRS Determination Letter
 - Most recent Audited Financial Statement or IRS Form 990
- Contact Information:
 - Email the grant application to the email address corresponding to the Field of Interest you are applying to with the subject line **"2011 Grant Application."**
 - artsandculture@foundationformetrowest.org
 - familysupport@foundationformetrowest.org
 - environment@foundationformetrowest.org
 - youthdevelopment@foundationformetrowest.org
 - Mail the hardcopy attachments by U.S. Post Office to: Foundation for MetroWest, 21 Eliot Street, Natick, MA 01760

ADDITIONAL INFORMATION:

Site Visits:

- Calls to set up site visits for Family Support, Environment, and Arts and Culture grants will begin the first week in September. Site visits will take place between **September 19** and **October 14, 2011**. Because of limited time and availability, not all grant applicants will receive site visits. If you do not have a site visit, it in no way reflects on your potential grant possibilities.

Grant Decisions for Family Support, Arts & Culture, and the Environment:

- Grant Decisions will be sent out the first week in December. Funded organizations will receive their checks at a grant ceremony on **December 6, 2011**. Organizations must plan to have their Executive Directors and at least one Board Member attend the event.

Youth Development Grant Applicants:

- Grants are dependent on the Youth in Philanthropy program schedule, and are made on a rolling basis. Once your application has been received, assigned to a Youth in Philanthropy program, and evaluated by the program, you may receive calls for a site visit. If you are awarded a grant, a representative from your organization must attend our grant awards ceremony, dates to be determined. All grant decisions will be made by the end of May 2012.