

GRANT APPLICATION GUIDELINES

Policies and Guidelines

Applications for grants are typically considered from organizations that have been ruled to be tax-exempt under Section 501(c)(3) of the Internal Revenue Code and which are not private foundations as defined in Section 509(a) of the Code. However, exceptions are made for community and for-profit organizations wishing to undertake a charitable program or project.

The average grant typically ranges from \$1,000 to \$5,000. The Foundation requests that press releases, publications and addresses resulting from a grant include acknowledgement of support by the Walla Walla Exchange Club Foundation. Organizations that are granted funds are expected to offer at least **one volunteer** to the Event of Exchange Club of Walla Walla's Annual Ducky Derby Fundraiser. Organizations are also expected to attend a club meeting during the year to offer a presentation of impact of the funds granted. If a presentation is not possible than a written explanation of fund impact will be allowed.

The following kinds of applications are not considered:

- Grants to individuals, with the exception of scholarships that are part of the National Exchange Club program.
- By organizations or programs located outside the Walla Walla Valley.
 - Organizations located within Milton-Freewater and Dayton will be considered.
- For propagandizing or for influencing legislation and elections.
- By institutions which in policy or practice unfairly discriminate against race, ethnic origin, sex, creed, or religion.

The Review Process

Applications must be submitted by the third Friday of September to be considered. Applicants should allow four to six weeks for review and response to applications. The awardees will be invited to our Award Presentation on the first Monday of November. A denial is seldom a reflection on the merits of an application, but rather the result of many worthy programs and limited financial resources.

Information to Include in an Application

Complete the enclosed grant application cover sheet and address the following items in no more than two additional pages.

1. Brief background of the organization including description of programs, activities and accomplishments. Include information about formal or informal relationships with other organizations working to meet the same needs or provide similar services. Explain how your organization is different from these other agencies.
2. Full description of the project for which support is being requested. Include information about the problem or opportunity to be addressed, its significance, and the plan you are proposing to address it. Describe who will be affected by the project. Estimate how many will benefit.
3. Proposed budget for the total cost of the project. Indicate amount requested from the Foundation and deadline to receive requested funds. Indicate other sources of current and potential funding for the project in addition to the Foundation. If there is intention to continue the project, discuss how it will be sustained beyond the period of funding from the Foundation.

4. Outline funding received from the Walla Walla Exchange Club Foundation and/or Exchange Club of Walla Walla during the last five years and its impact on your organization or constituents.
5. Any additional information which would help the Foundation to understand your situation and request.
6. If classified as tax-exempt under 501(c)(3) of the Internal Revenue Code, include as an attachment a copy of your most recent IRS letter indicating your organization's tax-exempt status.

History and Mission

Exchange, America's Service Club, is a group of men and women working together to make our communities better places to live through programs of service in Americanism, Community Service, Youth Activities, and its national project, the Prevention of Child Abuse.

The Exchange Club of Walla Walla was chartered in 1949 to provide veterans with a vehicle for serving their community and expanding their social and business contacts.

In 1997, the Exchange Club of Walla Walla established the Walla Walla Exchange Club Foundation to manage the philanthropic activities of the Club. The Foundation provides grants to charitable organizations and projects in the Walla Walla Valley that promote Americanism, Community Service, Youth Activities and the Prevention of Child Abuse.

Foundation funds are provided through the fund raising activities of the Exchange Club of Walla Walla and through gifts from individual members of the Club.

Where to Direct Inquiries and Applications

Walla Walla Exchange Club Foundation
P.O. Box 403
Walla Walla, WA 99362

Or email:

Kim.mcdaniels@raymondjames.com

Date of Application: _____

Legal Name of Organization Applying: _____

Address: _____

Telephone Number: _____

Email: _____

Contact Person and Title: _____

Is the organization tax-exempt under Section 501(c)(3) of the Internal Revenue Code? Yes No

Summarize the Organization's Mission (two to three sentences):

Summary of Project or Grant Request (one to two sentences):

Under which Exchange Club program does this request fall?

Child Abuse and Neglect Prevention Community Service Service to Youth Americanism

Amount of Grant Request: _____

Total Project Budget (if request is for other than general support): _____

Address in no more than two additional pages items A through F listed in the *Grant Application Guidelines*.

Name and Title

Signature _____

Date
