

# GFWC Women's Civic League of Cheyenne

## Community Grant Committee Application

**Applicant/Organization Full Name:**\_\_\_\_\_

**Mailing Address:**\_\_\_\_\_

**City:**\_\_\_\_\_ **Zip:**\_\_\_\_\_ **Phone:**\_\_\_\_\_

**Contact Name and Title:**\_\_\_\_\_

**EIN:**\_\_\_\_\_ **e-mail:**\_\_\_\_\_

### **Please provide the Committee with the following information:**

Briefly describe the project including when and where this project will be implemented and completed, and the total cost of the project.

- What is the total amount of your request from GFWC Women's Civic League of Cheyenne?
- Are you a non-profit?
- Are you affiliated with any national, state or local organization?
- Do you receive general funding from federal, state, city, county or non-profit agencies? If so, please specify.
- Are there additional organizations, businesses, fundraising events, internal resources, or individuals financially supporting this project? If so, please specify.
- Who and how many people will benefit from this project?
- How many paid employees are in your organization?
- How many volunteers do you utilize?
- If partial funding of your project is available from GFWC Women's Civic League of Cheyenne, please provide us with a prioritized list of need.
- Generally funds are not awarded for salaries and administrative costs.

### **An explanation of the process:**

Grant Applications for the 2020-2021 year must be postmarked **no later than January 15, 2021.**

The awarding of grants from GFWC Women's Civic League of Cheyenne is a three-step process. The initial phase will include a review of all applications by the committee, narrowing the field of possible recipients. The second phase of granting may include a simple presentation of the project including a brief question and answer time. The final phase will be the selection and awarding of the grant.

All organizations, agencies or individuals receiving funding must expend grant monies to benefit Laramie County ONLY by one year from the date monies were received.

Organizations, agencies or individuals receiving grant monies from GFWC Women's Civic League of Cheyenne will enter into a signed agreement that requires a concise written report confirming completion of the project. This report should be received no later than one year from when funds were issued. All monies granted must be spent to benefit the specific project approved by GFWC Women's Civic League of Cheyenne, with any unused monies to be returned to the committee for further consideration.

Funds will be distributed after committee recommendations are approved by the general membership of GFWC Women's Civic League of Cheyenne. All monies will be awarded no later than June 1.

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Having read and understood the requirements of this application and verifying all statements are true to the best of our knowledge, we submit this application for review by the committee. We also give GFWC Women's Civic League of Cheyenne permission to use our name and picture, if relevant, for publicity purposes.

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

### **Mail application and supporting materials to:**

**GFWC Women's Civic League of Cheyenne**

**Community Grant Committee**

**P.O. Box 4062 • Cheyenne, WY 82001**

**Revised 12/28/2020**