

**APPLICATION FOR GRANT FROM FRIENDS OF SOUTHWEST DC
COVER PAGE**

Name of 501(c)(3) organization _____ EIN # _____

Address of organization _____

Contact (name) _____

Phone _____ e-mail _____

Short description of project/activity for which funds are requested

Amount requested from FOSWDC \$ _____

Planned Date(s) of project/activity _____

Name and contact information for the person responsible for supervising or coordinating the project/activity, if different than the Contact name above

Name _____

Phone _____ e-mail _____

Additional information requested (*See next page for guidelines on providing this information*)

- Project Description
- Itemized Budget
- How the Project meets FOSWDC's mission of service to the Southwest community

SEND YOUR APPLICATION TO:

Coralie Farlee, Friends of Southwest DC, 389 O Street, SW, Washington, DC 20024
or: Friendsswdc@yahoo.com

If you have questions, contact Coralie Farlee at Friendsswdc@yahoo.com or 202-554-4407.

Please allow up to 60 days for us to consider your application and notify you. If the FOSWDC Board approves the application, an award letter will be sent to the name and organization listed on the top of the cover page, along with a check. We will request a report explaining how the funds were used. We will also invite you to attend our annual meeting in March to report to FOSWDC donors and others in the community on your activities.

**APPLICATION FOR A GRANT FROM FRIENDS OF SOUTHWEST DC
ADDITIONAL INFORMATION REQUESTED
GENERAL GUIDELINES**

The guidelines are especially important for organizations and projects that have not previously received funding from FOSWDC. Beyond the cover page, there is no required format for the application.

I. Project Description

Describe the project or activity. State when and where it will take place. Give an estimate of the number of persons and/or describe the general group who would benefit from the activity.

For those activities that can accommodate only a limited number of participants, describe the criteria used to select the participants, and the person(s) or process making the selection.

If we are being asked to contribute to a larger project, identify what our contribution would be and how it fits into the project as a whole.

For trips, courses, or conferences, include a preliminary itinerary, syllabus, or agenda, as appropriate. It is understood that this is subject to revision.

II. Itemized Budget

Provide an itemized budget for the entire project. Identify those items this grant is to cover.

If relying on contributions from other sources, please identify the status of their contribution(s). Include any in-kind resources that support the project.

Because most of our grants are to small organizations that depend on volunteers, we do not normally pay indirect costs or administrative fees. If you must include such items, please justify them. We may make our support contingent on securing certain support elsewhere.

III. Mission Relevance

Provide some general background on your organization. Explain how the proposed activity/project advances one or more of the missions of FOSWDC: to benefit youth, seniors, and residents in need in Southwest DC and to enhance the physical and social environment in Southwest DC.

IV. Additional Materials

You are welcome to provide any additional information that demonstrates the need for the project and/or the qualifications of your organization to perform it. This could include special qualifications of your organization or of the individuals involved, relevant licenses and/or certifications, and your history in running similar activities in the past.