

Dudley Foundation
Grant Application Cover Page

Organization Name: _____ Date: _____

Address: _____

City: _____ State: Wisconsin Zip Code: _____

Telephone Number: () _____

E-Mail Address: _____

Contact Person: _____ Title: _____

Phone Number: () _____

Person Responsible for Project/Program: _____

Title: _____ Phone Number: () _____

Project/Program Title: _____

Project/Program Summary (Please utilize space given) _____

Total Project/Program Cost: \$ _____

Amount of Grant Request from the Dudley Foundation: \$ _____

Has organization previously received funding from the Dudley Foundation?

Yes _____ No _____

Are you applying to other funding sources for this project/program? Yes _____ No _____

If yes, please list names of the other funding source(s) and amount. _____

Signature of CEO

Signature of Board President

Dudley Foundation

Grant Guidelines

The Dudley Foundation Board of Directors strongly urges all grantees considering large, multi-year capital campaigns to contact the foundation at 715/849-5729 prior to submittal.

Eligibility Criteria

An applicant must be:

- 1.) tax-exempt under section 501(c)(3) of the Internal Revenue Code, and
- 2.) not a private foundation as defined in section 509(a) of the IRS code.

The Dudley Foundation does not make grants to individuals or private businesses.

Geographic Funding Priority

The Dudley Foundation shall make grant distributions in the following order of geographic priority:

- 1.) City of Wausau
- 2.) Marathon County
- 3.) State of Wisconsin

Funding Range

The Dudley Foundation typically awards grants in the range of \$1,000 to \$25,000. If a grant request is \$10,000 or more we ask that the grantee contact the Dudley Foundation at 715/849-5729 to discuss the proposal prior to submittal.

Proposal Review

The Dudley Foundation will accept proposals throughout the year and our Board Meetings are scheduled for the first Wednesday of the months of March, June, September and December.

Grant applications are due two weeks prior to the scheduled Board Meeting.

The Dudley Foundation will request additional information if required. Each applicant will be notified in writing of the Dudley Foundation's final decision regarding its proposal, usually within two weeks after a Board of Directors meeting.

The Proposal Packet

The proposal packet should include **the original and eight copies** of:

A fully executed grant application including:

- Cover Page (attached)
- Project/program description which clearly outlines the goals and objectives. Brevity is encouraged and proposals greater than three pages are generally regarded as too long.
- Project/program budget including revenue and expense pages
- Budget Narrative
- Signature of CEO and Board President

Attachments

- Organization's current annual operating budget, including adequate detail of revenues and expenses.
- List of organization's governing body and its officers, showing business, professional and community affiliations.
- Letters of support and letters from other organizations/agencies indicating their intent to collaborate (when applicable).
- Other supporting documents if they supplement but do not duplicate or substitute for the narrative and budget information.

Also required is one copy of:

- Most recent IRS letter stating that your organization is exempt from tax under Section 501(c)(3) and is not a private foundation according to Section 509(a) of the Internal Revenue Service code.
- Organization's most recent audited financial statements.

Proposal material should not be bound, inserted in protective sleeves or prepared in other types of notebook form. Video and other supplementary material can be submitted if necessary but cannot be returned to applicants.

Proposal packets should be sent or delivered to:

Dudley Foundation
500 First Street
Suite 2
Wausau, WI 54403
Attn: Ann Dudley Shannon, President