



# Westgate Resorts Foundation COMMON GRANT APPLICATION FORM



*Prepared by the Donor's Forum of Central Florida*

## Grant Application Specifically for Proposals to Westgate Resorts Foundation

There are three sections of the Common Grant Application Form:

- I. Basic Information
  - A. Organization
  - B. Proposal
  - C. Certification
  
- II. Attachments
  - A. IRS Letter of Determination
  - B. Most Recent Form 990 (including Schedule A)
  - C. Financial Statement (audited, if available)
  - List of Board Members
  
- III. Budget
  - A. Organization
  - B. Project

## SECTION ONE: BASIC INFORMATION

### A. Organization Information

Organization Name:

Organization's Legal Name, if different:

Street Address:

Street Address2:

City:

ST:

Zip:

Website:

Year Organization Founded:

Current United Way Agency:

Mission of your organization:

Person(s) Submitting this Application:

Name:

Title:

Phone :

Fax :

Email :

Name:

Title:

Phone :

Fax :

Email :

**B. Proposal Information**

Proposal/Project Title:

Total Amount of Grant Request:

Start Date:

End Date:

Project Duration:

*(Note: The Westgate Resorts Foundation grant distribution date will be in December)*

Primary Contact for Project:

Name:

Title:

Phone:

Fax :

Cell:

Email:

- a) **GOALS** – What is the problem or issue to be addressed through the proposed project? What are your projected outcomes for it? What do you expect to accomplish?

- b) **TARGET POPULATION** – Who will be served through your proposed project?  
(Demographics, geographic area to be served)

c) **OBJECTIVES** – How will you accomplish your goals?

d) **ACTIVITIES** – What will you do?

- e) **EVALUATION** – How will you know you have met your goals? How do you intend to measure results?

- f) **COLLABORATION** – If your proposal is a collaborative effort, please describe how and list partners (please attach letters of support from each organization to be involved in collaboration).

- g) **OTHER FUNDING SOURCES** – Do you have other funding sources (over \$1,000 each) for this project? (Please list actual, pending and those for which you have applied).

- h) **SUSTAINABILITY** – Describe your plans for sustainability of this project, if applicable.

- i) **OTHER INFORMATION** – Is there any other information that you would like us to know about your organization?

LITIGATION - Is there any pending litigation against your organization?

YES NO

If yes, please explain:

Has your organization had to pay any court-ordered judgments in the past three years?

YES NO

If yes, for what and for how much?

OTHER USEFUL INFORMATION – Is there anything else a potential funder should consider in reviewing this proposal?

**C. Certification**

As a nonprofit organization, you are required to register with your State as a charity. Please provide a copy of your registration letter.

In addition, the top official of your organization as well as the chairperson for your governing board must sign the following statement:

1. Submission of this funding proposal is authorized by our organization's Board of Directors.
2. Tax exemption under IRS Section 501 ( ) ( ) for

(Name of organization)

Has not been revoked or modified.

3. The applicant organization understands that should the requested grants be made, the applicant organization will furnish a report showing how funds were spent and that the funds were spent solely for the purposes for which the grant is sought. The applicant organization understands that it will be expected to accept the terms and conditions set out by the grant maker.

We certify that to the best of our knowledge, the statements contained in this application are true, correct, and complete.

Top Official:

Board Chairperson:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

## **SECTION TWO: ATTACHMENTS**

All of the grant makers that accept the Common Grant Application Form require that the following supplemental information be supplied with your application:

- A. IRS Letter of Determination  
(Confirming your not-for-profit status and organization type)
- B. Most recent Form 990  
(Including Schedule A)
- C. Financial statement – audited, if available  
(for your most recent completed fiscal year)
- D. List of Board Members  
(Including name, position on board – if officer, please specify, and professional affiliation)

## **SECTION THREE: BUDGETS**

The budget forms are on an accompanying Microsoft Excel spreadsheet.

- A. Organization Annual Operating Budget
- B. Proposed Project Budget

## **GLOSSARY**

A helpful guide to understanding terms used in the Common Grant Application and/or Common Report Form used by the Donor's Forum of Central Florida and affiliated grant makers.

**Activity** – The specific step(s) taken within each objective to meet your project goal(s).

**Annual Operating Budget** - an itemized listing of the amount of all estimated support and revenue which your organization anticipates receiving, along with a listing of the amount of all estimated costs and expenses that will be incurred in the day-to-day operation of your organization. An annual operating budget is for one business cycle (fiscal year) for your organization.

**Audited Financials** – An examination and verification of records or accounts by a certified individual to assure accuracy.

**Board Members** – Those individuals (often referred to as “trustees” or “directors”) who serve on the governing board for your organization.

**Collaboration** – The cooperative efforts planned to take place in implementation of your project including a listing of those organizations with whom you will work to accomplish your outcomes.

**Evaluation** – The method(s) to be used in determining and measuring whether or not your project has produced its projected outcome(s).

**Financial Statement** – An accounting statement detailing financial data on your organization, including income from all sources, expenses, assets and liabilities (Note: If available, most grantmaking organizations prefer to receive financial statements that have been prepared and certified by a professional auditing firm).

**Form 990** – Annual return required by Internal Revenue Service of all organizations exempt from income tax as specified under section 501c of Internal Revenue code.

**Goal(s)** – The overall, broad purpose(s) of your project including what problem or issue will be addressed.

**In-Kind Contribution** – A donation of goods or services rather than cash or appreciated property.

**IRS Letter of Determination** – Current and official documentation issued by the Internal Revenue Service verifying your organization's tax-exempt status.

**Lessons Learned** – Major learnings (both positive and negative outcomes, if applicable) that occurred during the implementation of your grant, including recommendations for future work in this area (by your organization or others).

**Litigation** – The act or process of carrying on a legal dispute or lawsuit.

**Objective(s)** – The way(s) in which your project will meet its goal(s).

**Organization Name** – The name by which your organization is known.

**Organization's Legal Name** – The official name of your organization as listed on your IRS Letter of Determination.

**Outcome(s)** – The intended impact or results your project will produce.

**Project** – A planned undertaking or organized set of services designed to achieve specific outcomes that begin and end within the grant period. (Note: a successful project could become an ongoing program of your organization.)

**Project (Proposal) Budget** - an itemized listing of the amount of all estimated support and revenue which your organization anticipates receiving for the proposed project, along with a listing of the amount of all estimated costs and expenses that will be incurred in the implementation of your project.

**Schedule A** – Part of Form 990 that provides detailed information to support the annual return required by Internal Revenue Service of all organizations exempt from income tax as specified under section 501c of Internal Revenue code.

**Sustainability** – The means by which your organization will continue to offer and fund this project once the grant period has concluded.

**Target Population** – The audience to be served by your project including key demographic information (i.e.; age, ethnicity, geographic area of residence, etc.).