

WHF Foundation

Partnership Grant Program Application Guidelines

Goal: The goal of the WHF Foundation is to operate a Partnership Grant Program that supports and furthers its mission. The core mission is to support efforts and programs that promote financial empowerment of low income or disadvantaged women and families.

Eligible Organizations: To be eligible to apply to the Partnership Grant Program, an organization must be a non-profit organization exempt under section 501(c)(3) of the Internal Revenue Code. The WHF Foundation may consider applications from organizations exempt under section 501(c)(4) only after a determination that activities for which such organization seeks funds would be consistent with the mission of the WHF Foundation and with the Internal Revenue Service (IRS) requirements for a charitable foundation.

Eligible Activities: Educational services or charitable activities that promote financial empowerment for low-income or disadvantaged women and families in the Washington D.C. metropolitan area, including financial literacy education, financial counseling and transitional housing. Past grantees have provided a variety of support, shelter, counseling, and employment training services that low-income or disadvantaged individuals and families need to regain self-sufficiency.

Award Amounts: The WHF Foundation anticipates making grants of up to \$5,000 each. The number of grants and funding amounts are subject to the WHF Foundation's funding availability. In 2010, the WHF Foundation will seek to make 5 - 7 grants.

Application Requirements: All applicants will be required to submit a Partnership Grant proposal. The proposal shall include:

- A cover letter requesting funds which includes: (a) the amount requested; (b) contact information (name, address, telephone number, facsimile number, e-mail address, and website if applicable) for the organization requesting funds; and (c) the geographic area within the Washington D.C. metropolitan area that the organization covers
- A short narrative describing the service, project or activity that the requested funds will be used to support. The narrative should describe the service, project, or activities that will be undertaken, including the beneficiaries; how the service, project, or activities will be delivered; and the expected outcome(s) or output(s) so the WHF Foundation can understand the success of the service, project, or activity.
- Approved budget for the current year and the most recent annual financial statement (audited, if available)
- A list of organizations that have provided grants or other contributions over \$2,500 to the organization for the past two years
- A list of board members and senior staff with titles, affiliations and contact information
- Articles of incorporation
- IRS letter indicating status as a 501(c)(3) or 501(c)(4) organization

If an organization submitted a proposal last year, an abbreviated proposal to include only new/updated information may be submitted. If an organization is a current grantee, please include a written report on the project or activity carried out with the Partnership Grant funds.

Selection Criteria: The WHF Foundation will evaluate proposals received based on the following criteria:

- Whether the WHF Foundation has, or would have, a strong on-going working relationship with an applicant through its other programs (e.g. Personal Finance Counseling, volunteer activities) in achieving the mission of the WHF Foundation
- Extent to which the applicant will create a positive effect within the community by carrying out the proposed activities, particularly low-income or disadvantaged women and families
- Whether the activity/program promotes financial empowerment for low income or disadvantaged women
- Capacity and/or track record of the applicant in successfully carrying out the proposed service, project, or activities
- Quality of the proposal submitted
- Extent to which the applicant needs the WHF Foundation's resources to carry out the proposed service, project, or activities
- Extent to which the applicant can demonstrate that it is financially sound

In making its funding decisions, the WHF Foundation will: (1) award at least 50% of all grant dollars to organizations that are located in, and provide services to residents of the District of Columbia with the remainder in the greater Washington D.C metro area; and (2) seek to principally provide support to organizations carrying out housing and financial education related activities.

Timetable: **The deadline for submitting an application is Friday, February 26, 2010.** All applications must be delivered by or post marked by this date. The WHF Foundation will seek to notify selected grantees by the end of April 2010.

Reporting: All grantees are requested to provide a report on the project or activity carried out with the Partnership Grant monies to discuss the effect of the project or activity on the community, particularly the effect on low- income or disadvantaged women and families. The date for submitting the report will be described in the grant letter and will be determined based on each individual proposal. In some cases, grantees may be asked to provide a mid-year progress report. This report should document the grantee's performance against the expected outcome(s) or output(s) described in the grant application.

Submissions: All applications should be sent to WHF Foundation. In the interest of our environment, please consider an electronic submission. These must be provided in one single file as an Adobe PDF.

- If file size allows; electronic submissions may be emailed to whf@whfdc.org
- Electronic submissions may be mailed on CD, DVD, or USB stick; *note: these will not be returned*
- Paper submissions may be mailed to: WHF Foundation, Attn: Partnership Grant Program, 400 North Washington Street, Suite 300, Alexandria, VA 22314

All questions about the Partnership Grant Program should be directed to Douglas Wright 703-683-4742, whf@whfdc.org