

INSTRUCTIONS FOR PRESENTING A GRANT REQUEST

Complete the *Grant Application Cover Sheet* and include a letter signed by a senior officer of your organization that includes the information described below. Elaborate and lengthy presentations are not needed.

The letter should include:

- A brief description and history of your organization including it's mission
- A brief description of the program or project with a clear statement of goals
- A budget for the proposed program or project
- The identification of the amount of anticipated sources of additional funding for the project/program
- A description of how the success of this project will be determined and who will evaluate the outcome
- An explanation why is this project is important for this location/area at this time
- The names of the organizations that are working with you on this project and what are the roles of each organization involved
- A projected timeline
- A copy of your IRS determination letter indicating 501[c]3 tax-exempt status
- A list of names of the individuals serving on your governing board
- A description of your current staff including volunteers
- A current annual operating budget, including expenses and revenue or annual report

If you wish to include additional information such as sketches or drawings (if applicable) or current media coverage, annual reports, newsletters that would be relevant to this application you are welcome to send them with the application and cover letter.

GRANT APPLICATION COVER SHEET

Date of Application: _____ Year organization was founded: _____

Legal name of organization applying: _____

Current operating budget: _____

Executive Director: _____ Phone number: _____

Contact person (if different than Executive Director): _____

Address (administrative office): _____

City/State/Zip: _____

FAX number: _____ E mail address: _____

List previous support from the Wege Foundation in the last 2 years: _____

Project/Program name:

Purpose of grant:

List gifts from other foundations or individuals, amount & source _____

Total project cost: _____ Amount requested: _____ Area served: _____

Signature: _____ Date: _____

Name and Title: _____

THE WEGE FOUNDATION'S PROGRAM GUIDELINES

The Wege Foundation was established in 1967 by Peter Martin Wege to honor his father, Peter Melvin Wege, founder of the Metal Office Furniture Company; now Steelcase Inc.

The mission of the Wege Foundation is to support endeavors that help create an environment in which all life can flourish, first for the people of West Michigan, and beyond that, for people all over the world. Grants are awarded to non-profit organizations in five different areas:

- Education
- Healthcare
- Environment
- Arts and Culture
- Community Service

The Wege Foundation values collaboration for programming and in funding sources. We typically consider funding only a portion of the entire project expense.

The Wege Foundation will give consideration to capital projects only if they are seeking LEED certification under the guidelines of the USGBC (U.S. Green Building Council) with a priority to projects in the greater Grand Rapids area.

To obtain a Wege Foundation grant application form, please send us a letter signed by your organization's executive director. Include the following items in your letter: description of your project, expected results of the project, amount of grant funds requested, the total project cost and a copy of your IRS non-profit certification.

If your letter of inquiry meets our grant criteria we will send you an application form.

Wege Foundation staff may meet with grant applicants or conduct a site visit related to the proposal. Most proposals will be presented to the Foundation's grant review committee two or three times during the calendar year. The process of review may take three to four months.

If you have any questions pertaining to the information required on the application, please call The Wege Foundation 616-956-0480 ext 202 for Terri McCarthy, Vice President of Programs

WEGE FOUNDATION GRANT PROGRESS REPORT REQUIREMENTS

I. Narrative – Two to Three Pages.

A. Results

1. List the original goals of the grant and tell how they were met, including current status.
2. Explain what difference this grant made in your community for the population served.
3. Explain in what ways the project varied from your initial plans.
4. Describe unanticipated challenges or benefits encountered with this project.

B. Lessons Learned

If you were to undertake this project again, what would you do differently?

C. Future Plans

What is your vision of this project over the next three years?

D. Public Relations

Attach any printed material relating to the funded project; press or news items, videotapes, photographs, etc.

II Financials

A. Audited Financials – An audited financial statement, if available, for each year during the grant period. If an audited financial statement is not available we require that you submit a reviewed or consolidated financial report.

B. Include a detailed, complete accounting of how the specific grant dollars from this foundation were spent.