Grants Challenge Application/Letter of Intent

We appreciate your interest in Wurwand Foundation’s first ever Grants Challenge. You are encouraged to communicate with your foundation contact as much as necessary to make sure that your efforts are aligned with the challenge requirements and that you are not expending unnecessary time or energy in this process.

Please answer all of the questions in this Application template and submit it to [hello@wurwandfoundation.org](mailto:hello@wurwandfoundation.org).

Please note: This is not a commitment by the foundation to fund the work. Applicants will be notified by email if their submission is of interest to Wurwand Foundation and will be asked to provide additional information. Follow-up calls for clarification and site visits may also be necessary.

| **General Information** | | | |
| --- | --- | --- | --- |
| **Proposal Title** |  | | |
| **Requested Amount ($)** | **$** | **Investment Duration (Months)** |  |
| **Total Project Cost ($)** | **$** |  |
| **Applicant Information** | | | |
| **Organization Legal Name1** |  | | |
| **Organization Doing Business as** |  | | |
| **Primary Contact Name** |  | **Mailing Address** | |
| **Primary Contact Title** |  | **Street Address 1** |  |
| **Primary Contact Email** |  | **Street Address 2** |  |
| **Primary Contact Phone** |  | **City** |  |
| **Authorized Signer Name** |  | **State / Province** |  |
| **Authorized Signer Title** |  | **Zip / Postal Code** |  |
| **Authorized Signer Email** |  | **Country** |  |
| **Year Org Created** |  | **Number of Org Staff** |  |
| 1 Legal Name will be used in the agreement and should match the name on the bank account that receives the grant funds (assuming fully executed agreement). | | | |
| **Tax Status (if known and applicable)** |  | **Organization’s Total Revenue for Most Recent Audited Financial Year (U.S.$)** | **$** |
| **U.S. Employer Identification Number (EIN) (if applicable)** |  |  |
| **Date Submitted** |  |  |  |

**Proposal Details**

| 1. Organization Description |
| --- |

Briefly describe the organization(s) involved in the project. Include mission statement(s), history, key initiatives, and record of accomplishment in providing education and/or skillset/vocational training to LA’s foster youth.

|  |
| --- |

| 1. Executive Summary |
| --- |

Provide a brief summary of the proposed project/program, including services provided. Is this an existing program or something totally new to the organization?

|  |
| --- |

| 1. Project Goals & Beneficiaries |
| --- |

Describe the goals of the project and who this project will reach.

|  |
| --- |

| 1. Project Activities, Scope, and Approach |
| --- |

Describe the activities required to reach the project goals. Include the scope and approach of the proposed project. This should be a narrative description of the primary results the project would achieve.

|  |
| --- |

| 1. **Risk Mitigation** |
| --- |

Describe any significant risks to the success of this project and how you plan to address them.

|  |
| --- |

| 1. **Geographic Areas to Be Served** |
| --- |

List all cities and states that would benefit from this work and associated dollar amounts.

| Location | Foundation Funding ($) |
| --- | --- |
|  | $ |

| 1. **Measurement** |
| --- |

Describe how success for this project will be measured and evaluated.

|  |
| --- |

| 1. **Other Funders** |
| --- |

Please list any other funders of this project and associated dollar amounts. Add rows as needed.

| Funder Name | Funding Amount ($) |
| --- | --- |
|  |  |
|  |  |

**Budget Narrative**

The purpose of the budget narrative is to supplement the information provided in the excel-based budget spreadsheet by justifying how the budget cost elements are necessary to implement project activities and accomplish outcomes. The budget narrative is a tool to help foundation staff fully understand the budgetary needs of the project and is an opportunity to provide descriptive information about the costs, drivers, and risks that can’t be easily communicated in the budget template. Only complete questions relevant to the project.

| 1. **Summary** |
| --- |

Please explain the major cost drivers and how costs relate to planned activities and target outcomes. Also explain any potential risks in spending as budgeted and any plans to mitigate those risks.

|  |
| --- |

| 1. **Line-Item Description** |
| --- |

Please describe each line-item category on your excel-based budget. This may include things like personnel costs (salary + benefits), travel (number of trips + hotel costs + airfare estimates), consultants (fees), capital equipment, other direct costs, sub-grants, sub-contracts, etc. Please provide justification as to how you arrived at each of these totals.

|  |
| --- |

**Privacy and Non-Confidentiality Notice**

The foundation is required by the IRS to publish a list of its grants. We may also provide a general description of our grants and contracts on our web sites, in press releases, and in other marketing materials. Subject to the foundation’s Privacy Policy, the foundation may also share information you provide to us (either orally or in writing) with third parties, including external reviewers, key partners and co-funders.