

GFWC Women's Civic League of Cheyenne

Community Grant Committee Application

Grant Applications must be postmarked **no later than January 15 of the current year.**

Applicant/Organization full name:			
Mailing address:			
City:		Zip:	
Telephone number:			
Contact name:			
Contact title:			
E-mail address:			
Employer Identification Number (EIN):			

Please provide the Committee with the following information:

Briefly describe the project, including when and where this project will be implemented and completed, and the total cost of the project.

1. What is the total amount of your request from GFWC Women's Civic League of Cheyenne?
2. Are you a non-profit organization?
3. Are you affiliated with any national, state, or local organization?
4. Do you receive general funding from federal, state, city, county, or non-profit agencies? If so, please specify.
5. Are there additional organizations, businesses, fundraising events, internal resources, or individuals financially supporting this project? If so, please specify.
6. Who and how many people will benefit from this project?
7. How many paid employees are in your organization?
8. How many volunteers do you utilize?
9. If partial funding of your project is available from GFWC Women's Civic League of Cheyenne, please provide us with a prioritized list of need.

Please note that funds are not generally awarded for salaries and administrative costs.

An explanation of the process:

- Grant Applications must be postmarked **no later than January 15 of the current year.**
- The awarding of grants from Women's Civic League is a three-step process. The initial phase will include a review of all applications by the committee, narrowing the field of possible recipients. The second phase of granting may include a simple presentation of the project followed by a brief question and answer time. The final phase will be the selection and awarding of the grant by the selection committee.
- All organizations, agencies, or individuals receiving funding must expend grant monies to benefit Laramie County within one year from the date grant monies were received.
- Organizations, agencies, or individuals receiving grant monies from Women's Civic League will enter into a signed agreement that requires a concise written report confirming completion of

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the project. This report must be received no later than one year from the date on which funds were issued. All monies granted must be spent to benefit the specific project approved by Women’s Civic League, with any unused monies returned to the committee.

- Funds will be distributed after committee recommendations are approved by the general membership of GFWC Women’s Civic League of Cheyenne. All monies will be awarded no later than April 30 of the current year.

Having read and understood the requirements of this application and verifying all statements are true to the best of our knowledge, we submit this application for review by the committee. We also give GFWC Women’s Civic League of Cheyenne permission to use our name and photo, if relevant, for publicity purposes.

Signature:	
Title:	
Date:	

Mail application and supporting materials to:

GFWC Women’s Civic League of Cheyenne
Community Grant Committee
PO Box 4062
Cheyenne, WY 82003