



TERRE HAUTE DAY NURSERY FUND

Of the Wabash Valley Community Foundation, Inc.

GRANT PROPOSAL PROCESS

The Terre Haute Day Nursery Endowment Fund, in its continuing effort to provide for those in need of quality childcare, is seeking applications for grants in these childcare areas: tuition assistance and/or program development. The Terre Haute Day Nursery Fund Selection Committee has developed a procedure for the submission and evaluation of grant proposals. The committee will carefully review and consider each proposal submitted and make funding recommendations to the Wabash Valley Community Foundation, Inc.'s Board of Directors. All proposals will be presented in written form - no personal presentations are accepted.

Application deadline is October 1, with distribution the following January.

FLOW OF EVENTS

1. Call or write the Wabash Valley Community Foundation, Inc., to determine if your proposal is appropriate for consideration.
2. Verify that your organization's 501(c)(3) determination letter from the IRS is on file with the Wabash Valley Community Foundation.
3. Prepare your proposal.
4. Submit your final proposal *in accordance with guidelines*. This is important because the Selection Committee will review your full proposal.
5. The Terre Haute Day Nursery Selection Committee will review each proposal, may make an on-site visit and will make its recommendations for funding to the Board of Directors. The Terre Haute Day Nursery Selection Committee will determine its participation in your program.
6. You will be advised of the Selection Committee's decision approximately 3-4 months after submission.

YOUR PROPOSAL: WHAT TO INCLUDE

The Terre Haute Day Nursery Selection Committee will evaluate each proposal based on its feasibility, soundness of the implementation plan, viability of subsequent long-term financing, and the requesting organization's commitment to the promotion of quality childcare in the Wabash Valley.

These elements are essential for your proposal:

1. Grant Application Cover Page (front and back).
2. Completed program narrative that expands the summary with full details and specifics of program procedure, personnel involved, anticipated results, and evaluation procedures.
3. IRS 501(c)(3) determination letter if it is not on file with the Foundation.
4. Detailed project budget specifying and justifying the amount requested. Identify all projected expenses and anticipated income associated with the program. The organization's prior income and expense statements and/or financial audits are required.
5. Names and identification of the organization's governing body and of key program personnel.

COPIES

Please submit one original and 12 copies for a total of 13 copies of your proposal. No presentation folder or cover is necessary.



**TERRE HAUTE DAY NURSERY
 ENDOWMENT FUND
 Of the Wabash Valley
 Community Foundation, Inc.
 GRANT APPLICATION COVER**

Please complete this form (front & back) for use as the cover sheet for your proposal. Print or type only. Submit one original and 12 copies of this and all other pages for a total of 13 copies to:

Terre Haute Day Nursery Fund
 Wabash Valley Community Foundation, Inc.
 2901 Ohio Blvd., Suite 153
 Terre Haute, IN 47803

Name of Organization _____

Street Address _____

City _____ State _____ Zip Code _____

Contact Person _____

Title _____

Telephone _____

Project Title _____

Amount Requested \$ _____ Total Project Cost \$ _____

Please provide a 25-word summary of your grant proposal. Please include a more thorough description in your packet as outlined in the instructions.

FOR OFFICE USE ONLY:

APPLICATION PACKET CONTAINS:

Date Received _____

_____ Program narrative

Proposal Number _____

_____ IRS 501 (c)(3) letter on file

Action Taken: Approved Declined

_____ Detailed budget of income / expenses

_____ Governing body information

Date _____

_____ Audit / prior year's financial statement



**TERRE HAUTE DAY NURSERY
ENDOWMENT FUND
Wabash Valley Community Foundation, Inc.
AGREEMENT PAGE**

Please complete this form and have the appropriate chief and volunteer operating officers sign:

Name of Organization _____

Telephone _____

Project Title _____

If our organization is awarded this grant, in full or in part, the undersigned as authorized representatives of our organization, agree to acknowledge the Terre Haute Day Nursery Fund of the Wabash Valley Community Foundation, Inc., support of this project in all announcements and written materials. As an officer and/or employee of this organization/institution, we further agree to send the Community Foundation copies of announcements, including newspaper or magazine articles, relating to the project.

Further, as an officer and/or employee of this organization, we agree to:

- a. See that the funds are used solely for the stated purpose.
- b. Have the organization repay any portion of the amount which is not used for the purpose of the grant.
- c. Return any unexpended funds if our organization/institution loses its exemption from federal income taxation as provided under Section 501(c)(3) of the Internal Revenue Service Code.

Chief Executive Officer

Name (typed)

Signature

Date

Chief Volunteer Coordinator/Officer

Name (typed)

Signature

Date