



# 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.