



Post Office Box 70806, Reno, Nevada 89570-0806

-----2017 GRANT APPLICATION INSTRUCTIONS-----

The Terry Lee Wells Foundation is a private non-profit foundation established to make a difference in the lives of the underprivileged in northern Nevada by awarding grants to organizations that address the quality of life and medical issues faced by the underserved population. 2017 Grant requests must be for funding of programs for the homeless population, with emphasis on but not limited to families, youth aged 18-24, and 55+ for emergency services providing shelter, medical assistance, food, clothing, hygiene, personal needs, etc. Grants may be awarded to organizations located in any county in Nevada except Clark County.

Grants will be awarded once a year, in August. Deadlines for the grants process are:

June 15:	Deadline for applications to be received at P.O. Box for August funding
July 31:	Trustees approve grants
August 15:	Grantees receive awards
August 15:	Applicants notified if grant request not approved

Application Requirements:

- The ***Grant Application Form*** which follows must include all requested information.
- A **one-page Summary** of the grant request that includes the following must be attached:
 - **Amount requested**
 - **Definition of the project or program for which you are requesting funding**
 - **Purpose of the project or program**
 - **Constituency served**
 - **Expected outcomes**
 - **Timeline**
- A **2- to 4-page Narrative** that includes the following information must be attached:
 1. Organization Background:
 - a. History;
 - b. Mission and goals;
 - c. Current programs and accomplishments.
 2. Purpose of the Grant:
 - a. Description of the project or program;
 - b. Goals and objectives of the project or program;
 - c. Plan to accomplish these goals;
 - d. Timetable for implementation;
 - e. How is this funding to be used?
 - f. Why is this program unique? Why is it needed?
 - g. Description of constituency served;
 - h. Long term sources/strategies for funding.
 3. Evaluation Plan:
 - a. Expected results;
 - b. Measurement of success.
- **Additional Attachments** as follows must be included (If the information is not available, a written explanation should be provided):
 1. A complete budget with itemized expenses for the project or program for which funding is being requested;
 2. The current annual operating budget for the organization;
 3. Current Board of Directors, listing business addresses and occupations;
 4. List of names and qualifications of key staff;
 5. Most recent fiscal year-end financial statements (audited if available);
 6. A copy of the original IRS determination letter indicating 501(c)(3) tax exempt status;
 7. List of volunteer involvement and in-kind contributions.

Submitting Your Application:

Completed application forms with all requested attachments should be mailed to:

Terry Lee Wells Foundation
P.O. Box 70806
Reno, Nevada 89570-0806

In addition, a copy of the Application Form, Summary, and Narrative should be sent by email to info@terryleewellsfoundation.org. Do not email the additional attachments.

Checklist:

_____ **Completed Application Form – mail and email**

_____ **Summary of Grant Request (one page maximum) – mail and email**

_____ **Narrative (4 pages maximum) – mail and email**

_____ **Additional Attachments – mail only**



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-----2017 GRANT APPLICATION FORM-----

Date _____

Organization Information:

Organization Name _____

Address _____

City, State & Zip _____

Executive Director _____

Contact Person & Title _____

Phone _____

Email _____

Total Annual Organization Budget _____

Sources of Funds _____

Project or Program Information:

Project or Program Title _____

Start Date _____ End Date _____

Total Budget for Requested Project or Program _____

Amount Requested _____

Is This a New Project or Program for Your Organization? _____ Yes _____ No

Homeless Population Served:

_____ Families _____ Youth Aged 18-24 _____ 55+ _____ Other _____

Emergency Services Provided:

_____ Shelter _____ Medical Assistance _____ Food _____ Clothing _____ Hygiene _____ Personal Needs

_____ Other (Please Explain) _____