



## Hartford Wolf Pack Community Foundation, Inc.

1 Civic Center Plaza, Hartford, CT 06103  
(860) 249-6333

# GRANT APPLICATION FORM

**MISSION STATEMENT:** The Mission of the Hartford Wolf Pack Community Foundation, Inc. is to support charitable programs for inner-city youth, enhance the lives of Connecticut's children, support youth amateur sports and improve the lives of those in our community.

1. \_\_\_\_\_  
 Legal Name of organization Telephone and Fax Numbers
  
2. \_\_\_\_\_  
 Address of Organization
  
3. \_\_\_\_\_  
 CEO / Executive Director Title Telephone / Fax / Email
  
4. \_\_\_\_\_  
 Contact Person (if different than person listed above) Telephone / Fax / Email
  
5. Principal purposes and services of your organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
6. Geographic Area Served: \_\_\_\_\_
  
7. Approximate number of persons served annually in the following regions  
 State of Connecticut: \_\_\_\_\_ County of Hartford, CT: \_\_\_\_\_
  
8. Number of Employees  
 Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Volunteer: \_\_\_\_\_
  
9. Ethnic, gender and youth representation:  
Board: Total #: \_\_\_\_\_ minority: \_\_\_\_\_ % female: \_\_\_\_\_ %  
Staff: Total #: \_\_\_\_\_ minority: \_\_\_\_\_ % female: \_\_\_\_\_ %  
 Population  
Served: Total #: \_\_\_\_\_ minority: \_\_\_\_\_ % female: \_\_\_\_\_ % <18 yrs. of age: \_\_\_\_\_ %
  
10. Specific purpose for which funds are requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
11. Grant Amount Requested: \$ \_\_\_\_\_  
 Period of time in which funds will be spent → from \_\_\_\_\_ to \_\_\_\_\_
  
12. Organization's total annual budget: \$ \_\_\_\_\_ → Project's budget (if applicable): \$ \_\_\_\_\_
  
13. Percentage of last three years annual receipts spent on programs or services for applicant's client/service group: \_\_\_\_\_ %
  
14. Fiscal year: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
  
15. Does your organization receive support from United Way, Combined Health, Arts Council or other federated funds → yes: \_\_\_\_ no: \_\_\_\_
  
16. Letter from IRS stating 501(c)(3) tax status → yes: \_\_\_\_ no: \_\_\_\_ (please attach copy)
  
17. \_\_\_\_\_  
 Signature of Board Chair (indicating approval) Signature of CEO / Executive Director

## **NARRATIVE AND ATTACHMENTS**

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*Please provide the following applicable information in a typed document in the order listed below, using the following headings. If any information does not apply to your organization, please indicate so by typing "N.A."*

### **A. Narrative (Please limit to five (5) pages)**

1. Organization Information
  - a. Brief summary of organization's history
  - b. Brief statement of organization's mission and goals
  - c. Description of current programs, activities and accomplishments
  - d. Population the agency benefits: socio-economic status, language, age, physical abilities and/or other descriptions, as appropriate
  - e. How your organization involves the people it serves in its planning process
  - f. How this agency uses volunteers; number of volunteers
  - g. How this agency works with others providing similar services, and how it is unique
  - h. Frequency of your board of directors meetings
  
2. Purpose of this grant
  - a. Statement of issues to be addressed; description of target population to benefit
  - b. Description of project goals and objectives; statement as to whether this is a new or ongoing part of the sponsoring organization
  - c. Project activities and timetable
  - d. Anticipated outcome and results
  - e. Long-term strategies for funding this project beyond this grant period
  
3. Evaluation
  - a. Plans for evaluation including how impact will be defined and measured; please list at least two measurable outcomes
  - b. How evaluation results will be used and/or disseminated

### **B. Attachments**

1. Financial Information
  - a. Budget for this grant request showing income and expenses
  - b. Organization's annual operating budget and actual year-to-date income/expenses
  - c. Listing of funding sources (foundations, corporations, others)
  - d. Percentage of gross receipts applied to programs
  
2. Other supporting materials
  - a. Organizational chart
  - b. Board membership list with names and affiliations
  - c. Copy of IRS determination letter
  - d. Most recent audited Annual report