



Connecting our Community through Giving
WATERTOWN FOUNDATION, INC.

**APPLICATION GUIDELINES
REQUEST FOR NON-RECURRING CAPITAL IMPROVEMENT GRANT**

The Watertown Foundation welcomes non-recurring capital improvement grant applications from tax-exempt organizations within a fifteen-mile radius of Watertown that support the needs of people and community. The proposed capital expenditure must conform to the Foundation By-Law requirements that it be for charitable, educational, literary, scientific, historical or religious purposes. Annual repetitive requests such as uniform or equipment replacement are discouraged.

1. Application

- a. Complete information requested on the application. Additional one-page narrative supporting the request may also be submitted.
- b. All applications must be accompanied by documentation of project costs (estimates/quotes) and project budget.
- c. **An original and eight stapled copies** of the application packet (no binders, paper clips or cover jackets) must be submitted via mail to the post office address, or hand-delivered to: Watertown Foundation c/o the **Watertown Library**, 470 Main Street, Watertown.
- d. Application deadline is **August 10, 2023**.

2. IRS form 990 or 990 EZ

- a. Grant requests will not be considered unless accompanied by a copy of the first (summary) page of your most recent IRS form 990 or 990 EZ. Do not assume that the Foundation has this documentation on file for your organization.
- b. If this documentation is not required, a note explaining your organization's status must be included together with official documentation of your federal tax identification number and your current year operating budget.

3. The Grant Review Process

- a. Because so many nonprofit organizations meet our basic grant application requirements, the selection process is highly competitive. Not all proposals received will be funded, and not all approved requests are fully funded. The average award is less than \$3,000. On occasion, the Foundation will consider a multi-year grant.
- b. Completed applications are presented to the Grants Committee for review. The Grants Committee recommends awards to the Foundation's Board of Trustees for approval.
- c. Awards will be announced in September.

4. Questions?

- a. Please contact the Foundation at:

Watertown Foundation, Inc., P. O. Box 117, Watertown, CT 06795

www.watertownfoundation.com

Email: wtnfoundationct@gmail.com



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2023 REQUEST FOR NON-RECURRING CAPITAL IMPROVEMENT GRANT

Please read the guidelines for requesting a grant from the Watertown Foundation. Once completed, please submit **an original and eight stapled copies** (no binders, paper clips or cover jackets), together with supporting documentation to: Watertown Foundation, P.O. Box 117, Watertown, CT 06795 or hand deliver to: Watertown Foundation c/o the **Watertown Library**, 470 Main Street, Watertown. Application deadline is **August 10, 2023**. Incomplete requests and requests without copies will not be considered.

Date of Request: _____

Name of Organization: _____

Contact Person: _____ Email: _____

Telephone / Cell phone: _____

Organization Street Address: _____

Town/Zip _____

Organization website address: _____

Organization's IRS TAX EXEMPTION NUMBER: _____

Grant purpose and population to benefit: _____

Statement of need and timeframe for the project: _____

Beneficiaries of this project:

Number of persons who will participate in or benefit from this project: _____

Of the above number, how many will be Watertown residents: _____

Provide a line-item budget for non-recurring capital improvement expense, identify funding source(s) anticipated or secured, and the amount requested in this proposal. Provide documentation of project costs (estimates/quotes).

Total project cost: _____

Funding and source(s) to offset expense: _____

Amount requested: _____

Name of Applicant: _____

Signature of Applicant: _____

Title: _____

Watertown Foundation, Inc., P. O. Box 117, Watertown, CT 06795

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CONSENT – RELEASE PROVISION

The Watertown Foundation, Incorporated (the "Foundation") uses the Internet to improve communication with its members and the Watertown/Oakville community at-large and to highlight its philanthropic activities. Recipients of the Foundation's grants and/or scholarships will be showcased through the posting of photographs, video images and/or audio clips and the listing of recipients' names on the Foundation's website and other social networking websites. By completing and submitting this application, you hereby agree to the following:

I hereby grant to Foundation full permission and authority to photograph and/or film me and the unlimited right and permission to use, distribute, publish, reproduce, display, exhibit, create derivatives of, or to otherwise transmit the images taken of me, including my name, city, state of residence, picture, voice, conversations, performance, image, likeness, biographical information, and all other attributes of my personality and appearance ("image" or "images"), individually or with others, in whole or in part, in conjunction with other materials, in any media, including digital, electronic, print, television, film and any other media now known or to be invented, for the purpose of advertising and promotion, or any other lawful purpose whatsoever, in perpetuity throughout the world, without additional compensation to me, except where prohibited by law. I agree that the images may be altered, cropped or modified in any manner and that I shall have no claim, including, without limitation, claims based upon invasion of privacy, defamation, or right of publicity, arising out of any use, blurring alteration, change, distortion, illusionary effect, faulty reproduction, fictionalization, or use in any composite form of my name, picture, voice, image, likeness, form, biographical information and any and all attributes of my personality and appearance. I understand that I shall not have the right to inspect and/or approve of any such uses or any copy that may be used in conjunction with an Image.

Name of Applicant: _____

Signature of Applicant: _____

Title: _____ Date: _____