



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. 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.

Please note the following information:

1. Application

- a. Complete information requested on the application. Additional one-page narrative supporting the request may also be submitted.
- b. An original and **six copies** of the application packet must be submitted via mail to the post office address, or hand-delivered to Peg Durkee at WestView Properties, 1400 Main Street, Watertown.
- c. Application deadline is August 15, 2015

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.
- b. Do not assume that the Foundation has this documentation on file for your organization.
- c. If this documentation is not required, a note explaining your organization's status must be included.

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 typical award is less than \$3,000.
- b. Completed applications are presented to the Grants Committee for review.
- c. The Grants Committee recommends awards to the Foundation's Board of Trustees for approval.

4. Spending award

- a. Awards will be announced in October.
- b. Awards must be spent within 9 months of the approval date, unless a special extension is approved.
- c. On occasion, the Foundation will approve a multi-year grant.

5. Questions?

- a. Please contact the Foundation at:



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

www.watertownfoundation.com

Email:

wtnfoundationct@gmail.com

Telephone: 860-274-4299



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2015 REQUEST FOR NON-RECURRING CAPITAL IMPROVEMENT GRANT

Please read the guidelines for requesting a grant from the Watertown Foundation. Once completed, please submit this request **and eight copies** to: Watertown Foundation, P.O. Box 117, Watertown, CT 06795. Application deadline is August 15, 2015. Incomplete requests and requests without copies will not be considered.

Date of Request: __

Name of Organization: __

Contact Person: __

Telephone / Cell phone / Fax Numbers: __

Organization Address: Street: __

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 expense, identify funding source(s) anticipated or secured, and the amount requested in this proposal. Provide copies supporting proposed costs.

Total project cost: _____

Funding and source(s) to offset expense: __

Amount requested:

Name of Applicant: __

Signature of Applicant: __

Title:

