



# 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 (hereinafter 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 must be presented in written form -- no personal presentations will be accepted.

*Application deadline is **October 1**, with distribution typically held the following January.*

### FLOW OF EVENTS

- Contact the Community Foundation to determine if your proposal is appropriate for consideration.
- Verify your organization's 501(c)(3) determination letter from the IRS is on file with the Community Foundation.
- Prepare your proposal.
- Submit your final proposal **in accordance with guidelines**. The Selection Committee will not review your full proposal if the guidelines are not followed.
- The Selection Committee will review each proposal, potentially make on-site visits and will make recommendations for funding to the Board of Directors. The Selection Committee will determine its participation in your program.
- You will be advised of the Selection Committee's decision approximately 3-4 months after submission.

### YOUR PROPOSAL: WHAT TO INCLUDE

The 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:

- Grant Application Cover Page (front and back)
- Completed program narrative expanding the summary with full details and specifics of program procedure, personnel involved, anticipated results and evaluation procedures.
- IRS 501(c)(3) determination letter if not currently on file with the Community Foundation.
- 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.
- Names and identification of the organization's governing body and of key program personnel.

### COPIES

Please submit one (1) original and twelve (12) copies for a total of thirteen (13) copies of your proposal. No presentation folder or cover letter necessary.



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## Grant Application Cover

Please complete this form (both pages) for use as the cover sheet for your proposal. Print or type only. Submit one (1) original and twelve (12) copies of this and all other pages for a total of thirteen (13) copies to:

**Terre Haute Day Nursery Fund**  
**c/o Wabash Valley Community Foundation, Inc.**  
**200 South 8th Street**  
**Terre Haute, IN 47807**

**Name of Organization** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Title** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Amount Requested \$** \_\_\_\_\_ **Total Project Cost \$** \_\_\_\_\_

Please provide a 25-word summary of your grant proposal. Please include a more thorough description in your packet as outlined in the instructions.

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### FOR OFFICE USE ONLY:

Date Received \_\_\_\_\_

Proposal Number \_\_\_\_\_

Action Taken:     Approved     Declined

Date \_\_\_\_\_

### APPLICATION PACKET CONTAINS:

\_\_\_\_\_ Program narrative

\_\_\_\_\_ IRS 501(c)(3) letter on file

\_\_\_\_\_ Detailed budget of income/expenses

\_\_\_\_\_ Governing body information

\_\_\_\_\_ Audit / prior year's financial statement



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## Agreement Page

Please complete this form and have the appropriate chief and volunteer operating officers sign:

**Name of Organization** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Project Title** \_\_\_\_\_

If our organization is awarded this grant, in full or in part, the undersigned, as authorized representatives of the above named organization, agree to acknowledge the **Terre Haute Day Nursery Fund of the Wabash Valley Community Foundation, Inc.**, as a supporter of this project in all announcements and written materials. As officers and/or employees of this organization, we further agree to send the Community Foundation copies of any announcements, including newspaper or magazine articles, related to the project.

Further, as officers and/or employees of this organization, we agree to:

- See that the funds are used solely for the stated purpose;
- Have the organization repay any portion of the amount which is not used for the purpose of the grant; and,
- Return any unexpended funds if our organization loses its exemption from federal income taxation as provided under Section 501(c)(3) of the Internal Revenue Service Code.

### Chief Executive Officer

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Chief Volunteer Coordinator/Officer

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please retain a copy of this form for your records.