

WOODARD & CURRAN FOUNDATION 2017 GRANT APPLICATION

Track 2: 3-Year Impact Grant

DEADLINE: July 1, 2017

Our intent for the 2017 Impact Grant is to establish a partnership with an organization that shares our vision by funding an innovative project that applies or advances technology by addressing water (e.g., water, wastewater, stormwater, etc.) issues relating to climate change. During 2017, one Impact Grant will be awarded for \$100,000, distributed over three consecutive years beginning in October 2017 (\$33,000 in 2017, \$33,000 in 2018, and \$34,000 in 2019). This opportunity is open to all U.S.-based 501(c)(3) nonprofits that meet our general eligibility requirements.

The application process for 3-Year Impact Grants is a multi-step process as follows:

Step 1

If you meet our eligibility requirements, the first step in the process is to provide us with some basic project information and submit a Letter of Interest that describes why your project would be a good fit for our Impact Grant. Basic project information must be submitted online using this link: <https://www.surveymonkey.com/r/2017track2>. Letters of Interest must not exceed two pages, must be in pdf format, and must be emailed to grants@woodardcurranfoundation.org. Because we strive to operate as an environmentally sustainable non-profit, hard copy submissions will not be accepted. We accept Letters of Interest on a rolling basis; however, to be considered for the 2017 Impact Grant, we must receive your basic project information and Letter of Interest by

July 1, 2017. Basic project information and Letters of Interest received after this deadline may be considered during our next grant cycle, if eligible.

Basic project information must include:

- The applicant's legal name and contact information
- The project manager's name and contact information
- The project title
- A brief description of the project
- Confirmation of 501(c)(3) status

Your Letter of Interest must identify the applicant, project title, and must include a description of your innovative project and how it will apply or advance technology to address water issues relating to climate change. When evaluating the Letters of Interest, we will also look for:

- An innovative mindset
- Practical solutions
- A focus on action and outcomes
- Organizations that are committed to maximizing the impact of our investment,
- Projects that rely heavily on U.S.-based staff and/or resources for project completion. *Projects that use primarily international staff to benefit non-U.S. locations are not likely to be considered.*
- Projects that will have a sustainable impact on the community
- Projects that are ready for implementation in a real-world setting

Step 2

If you are selected to submit a full application, your application will be due by midnight on September 15, 2017. Please note that instruction information is not available on the online grant application. For this reason, we have provided this PDF version of the

application with a copy of our Frequently Asked Questions section that you can use to prepare. We may also request a telephone interview or site visit with your organization's representative and/or project managers. We expect to notify the Impact Grant recipient in November 2017.

Track 2 Basic Project Information and Letter of Interest

In November 2017, the Woodard & Curran Foundation will award an Impact Grant, totaling \$100,000 over three consecutive years (\$33,000 in 2017, \$33,000 in 2018, and \$34,000 in 2019). Applicants would be pursuing funding for an innovative project applying or advancing technology to address water issues relating to climate change.

DEADLINE: July 1, 2017 by midnight*

**Please note that, in addition to this basic project information, you must submit a Letter of Interest by July 1, 2017 to be considered.*

*Please be sure to view instructions and FAQs on our website (www.woodardcurranfoundation.org) for information necessary to the process and to determine eligibility **prior** to filling out and submitting basic project information and a Letter of Interest.*

Section A – Basic Project General Information

Applying Organization's Name
Mailing Address
Address 2
City
State
Zip Code +Four
Federal Taxpayer Identification Number
Organization Phone

Is this organization currently certified/registered as a 501(c)(3)?

- Yes
 No

Project Contact Person

Name
Title
Phone
Email

What is the title of the project this grant would support?

Where will the project be located?

Project Summary

In 100 words or less, summarize the project for which your organization is requesting funds.

How did you hear about this grant?

- Website
- Facebook
- Twitter
- Email
- Other
- If Woodard & Curran, Inc. employee or Woodard & Curran Foundation representative, please enter their name.

Name:

Section B – Letter of Interest

Please submit a Letter of Interest via email* – titled “[organization name] Letter of Interest,” by midnight July 1, 2017, to: grants@woodardcurranfoundation.org.

**Letters of Interest must not exceed two pages and must be in pdf format. Your Letter of Interest must identify the applicant, project title, and must include a description of your innovative project and how it will apply or advance technology to address water issues relating to climate change. When evaluating the Letters of Interest, we will also look for:*

- *An innovative mindset*
- *Practical solutions*
- *A focus on action and outcomes*
- *Organizations that are committed to maximizing the impact of our investment,*
- *Projects that rely heavily on U.S.-based staff and/or resources for project completion. Projects that use primarily international staff to benefit non-U.S. locations are not likely to be considered.*
- *Projects that will have a sustainable impact on the community*
- *Projects that are ready for implementation in a real-world setting*

If you are selected to submit a full application, your application will be due by midnight on September 15, 2017. Please note that instruction information is not available on the online grant application. For this reason, we have provided the following PDF version of the Track

2 full application with a copy of our Frequently Asked Questions section that you can use to prepare. We may also request a telephone interview or site visit with your organization's representative and/or project managers. We expect to notify the Impact Grant recipient in November 2017.

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Track 2 Full Application

In November 2017, the Woodard & Curran Foundation will award an Impact Grant, totaling \$100,000 over three consecutive years (\$33,000 in 2017, \$33,000 in 2018, and \$34,000 in 2019). Applicants would be pursuing funding for an innovative project applying or advancing technology to address water issues relating to climate change.

DEADLINE: September 15, 2017*

**Please note that you need to submit basic project information and a Letter of Interest by July 1, 2017 to be considered. Do not submit this application unless specifically invited to do so. If invited, you will receive a link to the application via email.*

*Please be sure to view instructions and FAQs on our website (www.woodardcurranfoundation.org) for information necessary to the process and to determine eligibility **prior** to filling out and submitting an application.*

Project Summary

In 100 words or less, summarize the project for which your organization is requesting funds.

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Section A – General Information

Organization Name
Mailing Address
Address 2
City
State
Zip Code +Four
Federal Taxpayer Identification Number
DUNS Number
Organization Phone
Organization Fax
Fiscal Year (month/day-month/day)
Organization's Founding Year
Organization Website
Facebook
Twitter
Instagram
YouTube
Other

Is this organization currently certified/registered as a 501(c)(3)?

- Yes
- No

How did you hear about this grant?

- Website
- Facebook
- Twitter
- Email
- Other
- If Woodard & Curran, Inc. employee or Woodard & Curran Foundation representative, please enter their name.
Name:

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Section B – Contact Information

Contact Person

Name
Title
Phone
Email

Authorizing Official

Name
Title
Phone
Email

Executive Director

Name
Phone
Email

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Section C – Organization Information

1. Briefly describe your organization's history. [250 words]
2. Please identify the key management personnel in the organization.
 - a. Name, Title
 - b. Name, Title
 - c. Name, Title
 - d. Name, Title
 - e. Name, Title
 - f. Name, Title
3. What is the total number of paid personnel (Full or Part Time) in the organization?
4. What is the total number of volunteers in the organization?
5. How many board members do you have?

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Section D – Mission & Goals

1. What is your organization's mission statement and what are your goals for the upcoming fiscal year? [250 words]
2. Describe your organization or program and note any significant changes or events that have occurred within either in the last 2 years. [250 words]
3. What are the standards by which you evaluate the quality of your activities and how do you ensure they reflect your mission statement and goals? [250 words]

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Section E – Organizational Effectiveness

1. Please describe the staff structure of your organization, and the responsibilities of key staff members. If volunteers assist with your organization, please describe their responsibilities and how they are organized. [250 words]
2. Describe the duties and responsibilities of your board of directors, term lengths, nomination, and election processes. Please also list your board committees and their responsibilities. [250 words]
3. How are your board, committees, and staff members involved in organizational planning? When was your last strategic plan and when is your next scheduled strategic plan? [250 words]
4. What is the financial management structure of your organization? Who is involved in the financial decision making process? How do you prepare, approve, and monitor budgets, and how often do you prepare and distribute financial reports? [250 words]
5. Describe the financial position of your organization for the past year, current year, and planned year. Please note any significant changes that have occurred in line items. [250 words]

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Section F – Service to the Community

1. Describe the community your organization serves. Who are the individuals or groups for whom the organizational activities are intended? [250 words]
2. How do you include your community in planning and evaluation of your activities? Please give specific examples. [250 words]
3. How do you keep your community informed? Please give specific examples (*email, social media, direct mail, outreach, etc.*). [250 words]
4. How do you know if you are successfully engaging your community? [250 words]

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Section G – Project Information

1. What is the title of the project this grant would support?
2. Where will the project be located?
3. Please describe the innovative project you are proposing which will apply or advance technology to address water issues relating to climate change. Be sure to discuss why your project is innovative and how it will have a sustainable impact on the community. [2000 words]
4. Who is your target audience? [150 words]
5. Is this audience part of the community you regularly serve or a new audience? [150 words]
6. What is the estimated number of recipients who will directly and/or indirectly benefit from your initiative?
7. What percent of the project will be accomplished using volunteers versus paid staff?
8. What is your project timeline? Please provide start and end dates as well as any critical milestone dates. [250 words]
9. Please describe exactly how Woodard & Curran Foundation funds would be used in the execution of this project. [250 words]

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Section H – Supporting Materials

Please submit the following via email* – titled “[organization name] Supporting Materials,” by midnight September 1, 2017, to: grants@woodardcurranfoundation.org.

**Only PDF format will be accepted.*

Required

- A. Most recent copy of your IRS 501(c)(3) Letter of Determination. Please title the file “[organization name] 501c3.” Your application will not be considered complete until this documentation is received.
- B. Financial statement for your organization’s most recently completed fiscal or calendar year signed by your organization’s fiscal officer. Please title the file “[organization name] Financial Statement.”
**Please note that if your organization’s operating budget exceeds \$400,000, you will need to provide an independent external audit prepared by a CPA firm.*
- C. Copy of Project Budget (please include how Woodard & Curran Foundation funds will be used). Please title the file “[organization name] Project Budget.”
- D. Resumes for each of the key management personnel you identified in Section C. Please title the file “[organization name] Resumes.”
- E. List of your current Board of Directors. Please title the file “[organization name] Board of Directors.”
- F. One attachment (2 pages or less), in PDF format, that includes photos, examples, plans, etc. Please title the file “[organization name] Supporting Documents.” If multiple attachments are provided, only the first 2 pages of the first attachment will be considered during our review.

FAQ

Who is eligible for Woodard & Curran Foundation grants?

To be eligible for a Woodard & Curran Foundation grant, the following criteria must be met:

All applicants must:

- o Be a U.S.-based organization;
- o Have received 501(c)(3) non-profit designation as of the date of the application;
- o Support the public at large (i.e., not a single individual);
- o Not be a house of worship, a political organization, or political action committee;
- o Not discriminate on the basis of race, creed, national origin, political persuasion, age, physical handicap, gender or sexual orientation.

Track 1 (1-year) grant applicants must also:

- o Address the problem of water scarcity through STEAM (Science, Technology, Engineering, Arts, and Math) initiatives
- o Propose a project located in a state where Woodard & Curran Inc. either has an office or operates a treatment facility; specifically: CA, CT, FL, GA, IL, MA, ME, MI, MO, MT, NH, NJ, NY, PA, RI, TN, UT, VT, or WY.

Track 2 (3-year) Impact Grant applicants must also:

- o Propose an innovative project that applies or advances technology to address water (e.g., water, wastewater, stormwater, etc.) issues relating to climate change.
- o Your organization must be based in the U.S. but your project can be located in the U.S. or internationally. Projects that use primarily international staff to benefit non-U.S. locations (e.g., if only the project coordinator is U.S.-based) are not likely to be considered.

How much funding will the Woodard & Curran Foundation award during 2017?

Up to three smaller Track 1 (1-year) grants will be awarded totaling \$9,000 with no one grant exceeding \$5,000. These grants will be awarded to organizations dedicated to addressing the problem of water scarcity through STEAM (Science, Technology, Engineering, Arts, and Math) initiatives.

One Track 2 Impact Grant (3-year) will be awarded for \$100,000, distributed over three consecutive years beginning in 2017 (\$33,000 in 2017, \$33,000 in 2018, and \$34,000 in 2019). The Impact Grant will be for an innovative project applying or advancing technology to address water issues relating to climate change.

Does my organization or project have to be located in a specific geography?

If you are applying for a Track 1 (1-year) grant, your organization must be based in the U.S. and your project must be located in a state where Woodard & Curran, Inc. either has an office or operates a treatment facility (i.e., CA, CT, FL, GA, IL, MA, ME, MI, MO, MT, NH, NJ, NY, PA, RI, TN, UT, VT, or WY).

If you are applying for a Track 2 Impact Grant (3-year), your organization must be based in the U.S. but your project can be located in the U.S. or internationally. Projects that use primarily international staff to benefit non-U.S. locations (e.g., if only the project coordinator is U.S.-based) are not likely to be considered.

Do you accept applications for international projects or organizations?

We do not accept applications from organizations that are based outside the U.S. However, if you are a U.S.-based organization working on an international project (i.e., in conjunction with U.S. resources and volunteers, similar to Engineers Without Borders, Agua Clara Cornell, etc.), you are eligible for our grant. Projects that use primarily international staff to benefit non-U.S. locations (e.g., if only the project coordinator is U.S.-based) are not likely to be considered.

What if I my 501(c)(3) status has not been approved yet?

Woodard & Curran Foundation only awards grants to organizations that have received 501(c)(3) non-profit designation as of the date of the application. Non-profits that do not have 501(c)(3) designation can submit under the umbrella of a partner 501(c)(3) organization. However, the grant would be issued to the 501(c)(3) partner so you would need an arrangement for them to pass the funds on to your organization.

Will you accept multiple applications from one organization (e.g., a university)?

We understand that some organizations, such as universities, may have multiple departments with eligible projects. Therefore, we do not limit the number of applications for a given organization. However, it is unlikely that we would award multiple grants to a single organization because we like to diversify our recipients. We would consider each as a separate application – each would stand on its own merits and would have equal chance of being selected.

How do I apply for a Woodard & Curran Foundation Grant?

If you meet our eligibility requirements, you are encouraged to submit a Letter of Interest for an Impact Grant or complete an online application for a 1-Year Grant. Please see Track 1 information for 1-Year Grants and Track 2 information for Impact Grants.

What are 1-Year Grants (Track 1) and how do I apply?

Our 1-Year Grants are intended to provide funding to organizations and/or projects that address the problem of water scarcity through STEAM (Science, Technology, Engineering, Arts, and Math) initiatives. Up to three smaller 1-Year Grants will be awarded totaling \$9,000 with no one grant exceeding \$5,000. Projects at levels of grant requests from \$1,000 to \$5,000 will be accepted. If you meet our eligibility requirements, we encourage you to complete our online application. Please see Track 1 for more information.

What is a 3-Year Impact Grant (Track 2) and how do I apply?

Our intent for the 2017 Impact Grant is to establish a partnership with an organization that shares our vision by funding an innovative project that applies or advances technology by addressing water (e.g., water, wastewater, stormwater, etc.) issues relating to climate change. During 2017, one Impact Grant will be awarded for \$100,000, distributed over three consecutive years beginning in October 2017 (\$33,000 in 2017, \$33,000 in 2018, and \$34,000 in 2019). **This grant requires submission of basic project information and a Letter of Interest prior to submitting an application.** Please see Track 2 for more information.

How do I know if you received my application?

After completing the application via Survey Monkey, you will see our “Thank you” screen. If you do not see the “Thank you” screen, there was an error in your submission. You will also receive an emailed receipt confirmation for your supporting materials, typically within 48 hours of submission. If you do not receive confirmation, please contact grants@woodardcurranfoundation.org.

What is the status of my application?

After your application is received, it is considered under review until the final grant recipient announcements are made. The Track 1 (1-Year) grant recipients will be notified in October 2017 and the Impact Grant recipient will be notified in November 2017. We will announce all recipients via Woodard & Curran Foundation’s website, email, social media, and press release by December 1, 2017.

When will the 2017 grants be announced?

The Track 1 (1-Year) Grant recipients will be notified in October 2017 and the Track 2 Impact Grant (3-Year) recipient will be notified in November 2017. We will announce all recipients via Woodard & Curran Foundation’s website, email, social media and press release by December 1, 2017.

What is Woodard & Curran Foundation's policy regarding indirect costs?

Woodard & Curran Foundation does not have a specific policy regarding indirect costs. Indirect costs can be included in the grant application and should be outlined as part of the project budget presented in the application.

What is Woodard & Curran Foundation's policy regarding general funds/general operating costs?

Woodard & Curran foundation does not have a specific policy regarding general operating costs, overhead/administrative costs, or general funds. However, we recommend that you choose a specific project for your application and include the operating expenses associated with that project in the budget.

What if I still have questions about Woodard & Curran Foundation grants?

If your question was not addressed in the FAQs, please email your question to grants@woodardcurranfoundation.org.