



The Westfield Foundation

PO Box 2295
Westfield, NJ 07090
908-233-9787

Grant Application

(Reformatted copies of this application form produced in your computer are acceptable)

Note: **Application deadlines:** submitted in writing by the first of January, April, July or October to be considered at the trustee meeting held in February, May, September and November.

Applicant Information

Date of application: _____

Organization's
registered name _____

Address: _____
Street Address

City

State

ZIP Code

Amount of
request: _____

Attach the following:

- A listing of the **current Board of trustees and Officers**
- A copy of your **501 (C) (3) certificate of tax exemption**
- Most recent **audited financial statement** (unbound)
- Attach a **narrative describing the organization's overall purpose** and number of individuals served over the past year.

- Attach a **narrative describing the organization's relevance** to the community of Westfield and number of Westfield residents served over the past year.

- Attach a **description of the specific project** for which support is sought, including:
 - It's relevance to the community needs of Westfield;
 - The proposed time-frame of the project;
 - A specific cost analysis;
 - Any plans you may have for raising matching funds; identification of other grantors being solicited for this project, with amounts requested and/or granted;
 - Plans for future funding, if the project is ongoing.

Contact information of person responsible for this project's implementation, expenditure of funds and project evaluation. *

Name: _____

Address: _____

Contact Phone: _____

Email: _____

Submitted by: _____

(Signature and Official Title)

* The Foundation will require periodic and final project reports along with verification of funds expended)