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# Water Buffalo Club Grant Application Form

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## Introduction

Thank you for your interest in the Water Buffalo Club. This year, we celebrate our Nineteenth Anniversary of helping local children's charities. Since our inception, we have supported over 65 charitable organizations that service children and their families, literally touching the lives of thousands of Los Angeles County residents. Through our fund raising efforts, we have donated over \$1,300,000 and countless hours of volunteer work, taking kids to sporting events, movie screenings, the Santa Monica Pier, and other local venues.

Our objective is simple: help out underprivileged children in the Los Angeles area and have fun doing it. Our motto: "Big kids helping little kids." Each member of the WBC makes an annual contribution that covers all administrative costs and expenses, thereby enabling us to allocate 100% of donated funds directly to the charities we support. Our group meets 5-6 times a year for dinner meetings and hosts fundraising events that garner most of our donated dollars. Each year we select charities to receive funds that go to purchase tangible items that stay beyond the WBC. Through our 'silver bullet' concept, we are able to help when needed and then move on to other groups. We tend to choose groups that 'fall under the radar screen' of charitable giving and thus have a more difficult time fundraising. As a small group that supports small groups – our dollars continue to make a difference.

**As you complete this application, please make sure that the goals, objectives, and amount requested in your proposal meet the criteria of the WBC.** A cover letter should be included with the proposal which introduces your organization and your request, and provides a strategic link between your proposal and our mission. Again, thank you for your time and effort – it is through groups like yours that we can continue our tradition of 'Big Kids Helping Little Kids'

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## How to Use the Application Form (if completed electronically)

Type in the grey boxes to fill out the form. Use your mouse or the <Tab> button to move from one field to the next. When finished filling out the form, click File and then 'Save As...' to save the file.

Please fill out each blank section in the application. To get help at any time, press the F1 key.

When you have completed the application, you can print and sign your application for submission.

This form uses macros for calculations; verify macros are enabled in order to get the full benefit of the form.

\*This application is compatible with MAC and PC.\*

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## Frequently Asked Questions

***I want to type more in the field, but it won't allow me to.***

Most fields (the space where you type in the answers to questions) have a limit of characters. They are limited so that applicants cannot create extremely long proposals. With your cursor in the field press F1 for more information on the character limitations.

***Why can't I change the font or use bold, italics and other font formatting?***

Forms are preset in Microsoft Word forms and cannot be changed.

Need more assistance? Contact the Water Buffalo Club by e-mail at [wbccharity@aol.com](mailto:wbccharity@aol.com) or by phone at (310) 277-9322.

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**WBC Funding Check-off List** *please ensure that your group and project match the items below – so that your time is well spent. Thank you.*

**Although there are many worthwhile groups that deserve funding, the WBC has established specific guidelines that enable us to target our funds to groups that best meet our established funding criteria.**

**Our Criteria:**

- Our focus is local and specific: Los Angeles-area groups that serve children in need.
- By using our ‘silver bullet’ approach we ensure that our funds truly ‘make-a-difference’ – we look for one-time capital expenditures and generally avoid funding operating budgets.
- We look carefully for small groups that ‘fly-below-the-radar’ – that is, groups that aren’t already well funded by a larger, notable funding source. We usually fund groups with an operating budget of less than \$350,000.

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**Required Attachments** *Please provide in the following order.*

**A. Finances**

- 1. Audited or unaudited financial statements for the last fiscal year, if available, or Form 990.
- 2. Current year’s operating budget to include both projected expenses and revenues. Categorize expenses under program, general and administrative, and fundraising.
- 3. Annual Capital budget.
- 4. A list of foundations, corporations, or governmental agencies which funded the organization in the last fiscal year, including amounts contributed (\$2,500 and above).
- 5. Itemization of use of requested funds.
- 6. Bios of all organizational executives.

**B. Other Supporting Materials**

- 1. Verification of the organization’s or fiscal agent’s tax-exempt status under Section 501(c) 3 and 509(a) of the IRS code. If using a fiscal agent, please include Letter of Authorization.
- 2. Latest annual report or a summary of the organization’s prior year’s activities.
- 3. Current board list with contact information and related employment affiliation.
- 4. Letters of support and/or reviews (if applicable).

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# Water Buffalo Club Grant Application Form

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**Grant Request**

This request is for:

**Amount requested: \$**

**Specify (if other):**

**Program/project title:**

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## Organizational Information

**Organization name:**

**Address:**

**City:**

**State:**

**Zip:**

**Telephone:**

**Fax:**

**E-mail:**

**Executive director:**

**Telephone:**

**Name/title of contact person:**

**Telephone:**

**Total organization budget for current year \$**

**Date of incorporation:**

**United Way funded?**

**FEIN number (or equivalent)**

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**Is your organization tax exempt under Section 501(c)(3)?**

**Section 509(a)?**

**If not, do you have a fiscal agent?** *(Please identify organization, contact person, and telephone number)*

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**Summarize the organization's mission** (2- 3 sentences)

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**Geographic service area(s)** *Please be specific.*

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**Total number of people serviced by your organization**

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**Provide percentages and/or descriptions of the populations your organization serves.**

% Female	% Males	<b>Total % (should equal 100%) 0%</b>
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% Up to Age 6	% 13-17 years old	
% 7-12 years old	% 18+ years old	<b>Total % (should equal 100%) 0%</b>

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**Staff composition in numbers**

	<b>Support</b>	<b>Professional</b>	<b>Total Salaries</b>
Paid full-time			
Paid part-time			
Volunteers			
Interns			
Other			
<b>Totals</b>	<u>0</u>	<u>0</u>	<u>\$ 0.00</u>

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**Summarize the specific purpose of your request** (5 sentences or fewer)

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**Time frame in which the funds will be used:** From: \_\_\_\_\_ To: \_\_\_\_\_

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**How many people will be serviced by this funding request:**

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**List other private and public funding sources for this particular request.**

Funding sources—to date Amount Date received

Funding sources—pending Amount Date received

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**Organizational Budget** (last fiscal year)      Total Expenses \$      Total Revenues \$

**Specific Program/Project Budget** \$

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**Signature of authorized official** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name/Title:**

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**Proposal Narrative:** *Please provide the following information in this order. Do not use more than 5 single-spaced pages, exclusive of attachments. Please staple; do not bind your application.*

## **A. Background**

1. *Organization's mission, history, overall goals and/or objectives.*
2. *Description of current programs and activities. Please emphasize major achievements of the past two years.*
3. *Description of formal and informal relationships with other organizations.*

## **B. Purpose of funding request**

1. *For your specific project or capital request, please provide the following information:*
  - *The community needs or problems that this effort will address, including population served.*
  
  - *Describe how the project addresses these identified needs.*
  
  - *Program or capital request description to include strategies employed to implement the proposed project: (1) goals and objectives, (2) timetable for accomplishing stated goals and objectives, (3) program methodology (4) staffing, and (5) collaboration with other agencies.*
  
  - *How will the funds received directly impact your organization's ability to carry out its mission and service your community?*
  
  - *If this is a collaboration, briefly describe the partners.*
  
  - *If this request is for a specific ongoing program, explain how it will be supported after termination of the grant.*

## **C. Evaluation**

1. *Explain how you will measure the effectiveness of your activities.*
2. *Describe your criteria for success.*
3. *Describe the results you expect to have achieved by the end of the funding period.*