WYTHE-BLAND FOUNDATION

155 West Monroe Street
Wytheville, Virginia 24382

Grant Guidelines

ABOUT WYTHE-BLAND FOUNDATION GRANTS

The Wythe-Bland Foundation, a non-stock 501(c)(3) health legacy foundation, was created from the lease of Wythe County Community Hospital in 2005. It is managed by a Board of 13 members who are community leaders residing in Wythe and Bland counties. Board members serve without compensation. The foundation owns all of the real estate associated with the hospital and is responsible for ensuring tenant compliance with the terms of the lease agreement. This pre-paid lease created the charitable wealth that generates earnings from investments to provide grant resources to Wythe and Bland County eligible not-for-profit organizations. As a condition of the lease approval, by the Virginia Attorney General, awards are made for health, education, and well-being projects that provide essential services to the citizens in the two-county area with an emphasis on health. The Spending Policies and Community Investment Strategies of the foundation have been created to preserve the asset base as an enduring endowment; therefore, the investment for grants and management of the foundation are limited to approximately 5% of the value of the asset base annually.

Qualified organizations may apply for grants for new programs, current programs or establishing or investigating new programs. No grants will be awarded if the Foundation Grant Application and other requested information described in these guidelines are not provided. Verbal or written letters of request or other inquiries cannot be considered as, or substituted for a formal grant application. Applications must be complete and delivered to office digitly or in-person by 5:00 p.m. August 1st.

MISSION STATEMENT

Providing opportunities for innovation and collaboration to promote a healthier community

VISION STATEMENT

Our vision is to be a driver to promote a thriving community that meets the health, education, and wellness needs of all citizens.

CORE VALUE STATEMENT

We value above all else:

- *Integrity*
- *Fairness*
- *Innovation and Intentional Collaboration*
- *Empathy and Commitment*
- *Our Partners' Missions*

AREAS OF INTEREST

The Board of Directors of the Foundation will only approve grants to those identified as nonprofit designated organizations, and government entities, serving Wythe and Bland Counties, Virginia that support, promote, and/or further the Foundation's mission.

The Foundation awards grants to organizations meeting its eligibility criteria in Wythe and Bland Counties. These projects include, but are not limited to, the following:

- Projects that promote or improve the health of citizens in Wythe and Bland Counties
- Projects that promote or improve the education of citizens in Wythe and Bland Counties
- Projects that directly serve citizens unable to afford basic and essential services in Wythe and Bland Counties

GRANT PRIORITIES-GENERAL GUIDELINES

The Board, in making grant decisions, will place the greatest priority on projects that:

- Contain matching funds
- Include collaborations partnership with other nonprofit organizations
- Ensures measurable outcomes that accurately measure community impact otherwise
- Provides evidence of feasibility and sustainability of the proposed project
- Complies with Wythe-Bland Foundation's grant guidelines

GRANT PRIORITIES-SPECIFIC GUIDELINES

As the Board evaluates the merits of grant applications, areas of specific interest, and high priority will include projects that in specific ways:

- Address healthcare needs of the underprivileged, underinsured, and uninsured
- Reduce adult and childhood obesity
- Address health and nutritional needs
- Improve access to dental care
- Promote mental health
- Increase health education
- Promote meaningful education opportunities
- Provide and improve access to education
- Reduce the pregnancy rate
- Address childhood wellbeing
- Address prevention and treatment for substance abuse

GRANT RESTRICTIONS

To comply with federal guidelines and legal restrictions, the foundation will not fund and will deny the following types of grants:

- Grants to individuals
- Grants to organizations for projects serving the population outside of Wythe or Bland Counties
- Grants to government entities for purposes that are identified as typical government reponsibility
- Grants to religious organizations for religious purposes
- Grants to endowments, or other discretionary funding pools
- Grants for fund-raisers, or other ticketed special events
- Grants for political purposes or for lobbying activities
- Grants for debt reduction
- Grants for the purchase of vehicles
- Grants for projects unrelated to the Foundation's mission, vision, or value
- Grants supplanting other funds

FUNDING LEVEL

At the present time the foundation has not set limits on the size of grants. The foundation does, however, reserve the right to set upper or lower limits on the size of grants in order to promote efficiency in grant administration, provide for financial stability, and to ensure that there are adequate funds to support both current and long-term projects deemed a priority by the Board. Generally, funding levels for grant distribution during a fiscal year is expected to be approximately five percent (5%), including the cost of operations, of the total value of the foundation's endowment.

Grants will normally be awarded on an annual basis, October 1 to September 30; however, the Board may consider multiyear grants. Grant applications seeking matching funds must provide written documentation from the other contributor(s) or the Board may make the foundation's grant contingent on receipt of such matching contribution(s). The documentation may include a letter or resolution from the other contributor(s). The Board reserves the right to request additional documentation of expenditures, including, but not limited to cancelled checks or expenditure certifications and to require project status reports and periodic update.

GRANT FUNDING CYCLE

Grant Applications are reviewed one (1) time per year to consider recommendations for funding. All grant applications must be submitted via e-mail or postmarked on or before the Grant Application due date. The grant application and all requested information must be complete prior to the Application due date to be considered in the Grant Review Cycle. Applications which are not timely submitted will not be considered in the current Grant Cycle unless a new application is submitted by the Grant Application Due Date for such subsequent Grant Review Cycle.

Grant Application Due Date	Grant Review Cycle	Grant Award Dates
August 1	August/September	October

The grant review process includes a thorough review of the merits of each application. Therefore, applications submitted after the close of business on August 1st will not be eligible for consideration.

GRANT REVIEW PROCESS

When grant applications are received, the information will be reviewed by the foundation staff to determine compliance with the Grant Application Guidelines.

If the application is deemed to be incomplete, the foundation staff may request additional information. If the information is received in the time specified by the foundation staff, the application will be considered in the current grant review cycle. If the information is not received, or the application is still considered incomplete, the application will not be considered in any subsequent cycle. A new application will need to be submitted for the the next grant cycle.

The board of the foundation will review the applications and reserve the right to ask for additional information or to make a site visit during the review process. Upon completion of the application review, the Board of Directors will make the final decision for funding regarding each grant.

Applicants are required to use the most current guidelines in preparing the grant application. The Foundation will evaluate grant applications based, in part, on the following:

- Is the proposed project consistent with the foundation's mission?
- Has your organization received previous funding from the foundation and successfully met the requirements contained in the grant agreement?
- Has the applicant submitted all of the information required by the foundation, and does the application only reflect one project? (Organizations may not combine multiple projects in one application.)
- Has the applicant clearly stated the need to be addressed, the need for the grant, and the impact that the project will make on meeting that need?
- Does the project application clearly define the Outcome and Objectives using the SMART (**Specific, Measurable, Attainable, Realistic, Timely**) approach?
- Has the proposing organization clearly documented its capacity and experience to develop and implement the proposed project?
- Is the proposed project consistent with the applicant's historical mission?
- Has the organization and project leadership demonstrated the skills and experience required for success?
- Is the project timetable realistic?
- Does the budget clearly reflect the resources necessary for the proposed project, the operation, and maintenance cost of the organization?
- Does the organization have a Sustainability Plan and/or a Business Plan?
- Has the applicant developed a broad base of support for the project including partnering with other agencies or funders?
- Have applicants with past foundation funded projects fully complied with their Grant Agreement

After the grant application review process is completed, applicants will be notified in writing by the foundation staff regarding the final outcome of their request. If the grant is approved, the foundation staff will issue a letter advising the applicant of the award and of any conditions, restrictions, payment terms, and reporting requirements (which may include on-site visits) connected with the grant award. The applicant will be required to execute a Grant Agreement and agree to hold harmless and indemnify the foundation from any claim, loss, expense related to the applicant's activities or use of the grant. The Grantee has thirty (30 days) from the dated grant offer to return the fully executed and witnessed Grant Agreement, or the offer of award will be rescinded. The grant award fiscal year is October 1st to September 30th regardless of the date that the Grant Agreement is executed.

The number and amount of requests, community needs, board priorities, federal and state laws and regulations, and available funds may require the foundation to not fully fund a request.

PROJECT ACCOUNTABILITY AND CONTINUITY

The Foundation's award letter specifies the terms of the grant, including the use of grant funds, reporting schedule, and the need to adhere to Foundation grantmaking policies.

Each organization receiving funds from the Foundation may be required to provide periodic financial reports and project reports. Additionally, photograhs may be requested for inclusion on the foundation's newsletters, press releases, and/or websites.

Failure to expend grant funds and to provide a complete, accurate, and timely accounting of award within one year, or term agreed to at application approval, may prohibit the organization from receiving future funding from the foundation. It may also result in the Foundation seeking restitution of any misspent funds.

Grant recipients must inform the Foundation immediately if significant events occur that may impact the project. Examples may include, but are not limited to, a change in the project director, or in the costs, or operations. Failure to notify the Foundation of issues that could adversely impact the project may result in a temporary, permanent cessation of payments, or possible action to reclaim funds.

REPORTING AND DISBURSEMENTS

Grant Award Disbursements

Disbursements for grant awards are made in three payments. Any request for deviation from this schedule must include a thoroughly written documented need, and be approved in advance by the foundation. The schedule of disbursements will be as follows:

Payment 1: One-third of the award is given to the grantee when the original Grant Agreement award letter is signed and returned by the grantee.

Payment 2: The second one-third disbursement is made upon receipt and approval of the WBF Project Progress Report.

Payment 3: The final one-third disbursement is given when the final report is received which includes documentation of the checks written for the grant.

The final payment will reflect any change to the project budget with any unapproved funds reducing the total award to the Grantee.

<u>Report Requirements and Forms</u>

Report Forms:

The **WBF Project Progress Report** is used to inform the Board of the community impact of funded projects.

The **WBF Project Progress Report** is used for the Mid-term report.

The **WBF Project Evaluation and Report Summary** is used for Final reports.

The **Outcome Evaluation Form** is required for the grant and sets measurable goals for the project.

Required Reports:

<u>WBF Funded Project Progress Report</u>: Grantees will complete the form by March 15th.

<u>Mid-term Report:</u> Grantees will complete the **WBF Progress Report** for all money spent as of the date of report**.** (Invoices are not required to be submitted)

<u>Final Report:</u> Grantees will complete the **Outcome Evaluation Plan Form** and the **Evaluation & Report Summary Form,** and **documentation for all money spent.** Individual receipts are not required unless additional documentation is requested.

One copy of the report, both WBF Project Progress Report and Final, should be submitted online via e-mail, or mailed to:

<div align="center">

cking@wbfoundation.com
or
Wythe-Bland Foundation
155 West Monroe Street
Wytheville, VA 24382

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Overdue Reports:

When a project is not completed in a timely manner, or WBF Progress Report, or Final Report is not provided, an Overdue Report letter is sent to the grantee and grant award may be rescinded. All advanced grant funds not adequately accounted for by the Grantee may have to be repaid to the foundation.

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PUBLICITY

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Each organization receiving grants from the foundation is required to include the Wythe-Bland Foundation logo within their publications and advertising of the funded project.

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GRANT APPLICATION GUIDELINES

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All grant applications must be submitted by the Grant Application due date. Applications must be in writing, and should be based on the most current grant guidelines. Grant applications must be **complete**, and mailed, e-mailed, or hand-delivered by the required deadline. Faxes are not accepted.

Once the grant application is completed by your organization, the application must be signed and dated by an individual authorized to do so by the organization. If any sections of the grant application are not completed, a written statement must be submitted explaining the reason(s), or the application may not be considered.

Wythe-Bland Foundation Grant Application Forms

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Wythe-Bland Foundation
Grant Application

Before completing this and other grant applications, be sure to:

- Read all instructions thoroughly before beginning and complete all questions.

- Research and communicate with other funders – obtain a copy of funding guidelines, deadlines and/or annual report. Be aware of each funder's preferred method of initial contact, and additional information required.

- Be strategic – make sure your goals, objectives, and amount requested match the criteria of the foundation.

Applicant

Name of Organization:

Tax I.D. Number:

Legal Name (as the identified by IRS):
   (if different than above)

Address:

Phone:

Fax:

E-mail:

Website:

Executive Director:

Primary Contact:
(foundation contact; grants will be addressed to this individual)

Title:

Phone:

Fax:

Current Board President: [ ] ☐ **N/A**

Current Board Members: ☐ **N/A**

IRS nonprofit designation?

☐ **Yes**   ☐ **No** *(If no, name of fiscal agent)*

Form 1023-EZ used to obtain a 501(c)(3) Designation?

☐ **Yes** *(If yes, please provide copy of Form 1023-EZ)*
☐ **No**

Government Entity?

☐ **Yes**   ☐ **No**

Applicant financial reporting:

Fiscal Year:

☐ **Yes**   **Start Date:** [ ]   **End Date:** [ ]
☐ **No**

Calender Year: *(January 1 – December 31)*

☐ **Yes**   ☐ **No**

Total Organizational Operating Budget for 1 year: [ ]

Other than the Wythe-Bland Foundation, list of three largest funders for your operating budget in the last fiscal year and amount of funding.

1. Funder	Amount funded:
2. Funder	Amount funded:
3. Funder	Amount funded:

State your organization's Mission Statement, *(if none, state your mission)*: [ ]

Is this request being submitted exclusively to the foundation?

☐ **Yes**
☐ **No** *(If no, attach additional funding source(s) information)*

Project

Name of Project: [ ]

Summarize your proposal and how it fits with the foundation's mission and grantmaking priorities while focusing on the community impact: [ ]

Has the project been approved by the governing body of your organization?

☐ **Yes**
☐ **No**

Date of approval: [ ]

Total Project Budget: [ ]

Amount requested from foundation: *(Round to the nearest hundreds)* [ ]

Amount of other project funding sources: [ ]

Percent of total project requested from foundation: [ ] %
*Note: *Project funds will be decreased if project is reduced that reflect this percentage change.*

Duration of grant requested project: [ ] Months
(Provide justification if project exceeds 12 months) [ ]

Project Starting Date: [ ]

Project Ending Date: ▢

How would you request grant funding be advanced? (Normal funding advances are made 1/3 grant amount at execution of the grant agreement, 1/3 upon submission of the WBF Project Progress Report, and final payment at completion of project and submission and approval of the final report.)

If other method of funding advances is requested, other than that described above, please provide a justification: ▢

AGREEMENT

I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities. The Wythe-Bland Foundation requires that you certify your application by submitting an electronic signature. To certfiy your application, read the text below and provide an electronic signature (type your name) and check box to confirm your signature

Enter Electronic Signature: ▢   *Signature Box: ☐
                           (Type your full name here)

Date: ▢

Feasibility Report

1. **Existing Service.** Briefly describe what service you currently provide or how service is currently provided.

2. **Proposed Project.** Describe the proposed project and provide a description how foundation grant funds will be used.

3. **Need for the Project.** Indicate why the proposed project is needed and community impact it will have. What conditions will be different from the date prior to grant award and once your project is complete.

4. **Need for the Grant.** Identify why Wythe-Bland Foundation grant is needed. (Provide evidence addressing items such as your organization's balance sheet, or other resources)

5. **Sustainability.** Identify how this project is going to be sustained in the future.

6. **Service Area.** Indicate what area the proposed project will serve and, if known, the population or number of families to be served.

7. **Organizational Income.** List the sources and estimate the amount of expected revenue for a typical year. *(This table or other format that contains similar information may be used and attached).*

Entity/Source	Amount of Funds
	$
	$
	$
	$
	$
	$
	$
	$

8. **Organizational Operating History.** If you have operated a similar program, attach audits, financial statement, or lists of income and expenses for the past year. *(This table or other format that contains similar information may be used and attached).*

Source	Income	Source	Expense
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$

9. <u>**Part A**</u>**: Project Cost Estimate.**

Construction ……………………………………………………………… $
Real estate ……………………………………………………………. $
Administrative costs ……………………………………………….. $
Professional fees ……………………………………………………. $
Equipment Purchase ……………………………………………… $
Other (describe) …………………………………………………….. $

Total: ………………………………………………………………………… $ [   ]

Part B: Provide a breakdown in project related costs and itemize how *foundation* funds requested will be used. *(This table or other format that contains similar information may be used and attached).*

Proposed Project Cost	WBF Grant	Other Funds	Total

10. **Other funds.** List the sources and amount of funds that may be available other than from the Wythe-Bland Foundation, to fund part of the project. *(This table or other format that contains similar information may be used and attached).*

Entity/Source	Amount of Funds
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$

PROJECT CALENDAR

MONTH/YEAR	Explanation if Necessary *(one sentence, or less)*
October ▭	▭
November ▭	▭
December ▭	▭
January ▭	▭
Feburary ▭	▭
March ▭	▭
April ▭	▭
May ▭	▭
June ▭	▭
July ▭	▭
August ▭	▭
September ▭	▭
October ▭	▭
November ▭	▭
December ▭	▭

Budget Form

<u>OVERVIEW:</u> An important component of your grant application is the preparation of a

detailed project budget and budget narrative.

(This form or other format that contains similar information may be used).

<u>LINE-ITEM BUDGET GUIDELINES</u>

- The line-item budget should *include all income and expenses associated with the proposed* project. Please note that not every line-item applies to every project.
- Projected Operating Budget to be completed for three years beginning with the first year of grant award.

Three Year Projected Total Organizational Project Income and Expense Statement

Income	Year 1	Year 2	Year 3
Foundations	$	$	$
Other Grants	$	$	$
Earned Income	$	$	$
Interest Income	$	$	$
Total Revenue:	$	$	$
Expenses			
Salary Wages and Benefits	$	$	$
Insurance	$	$	$
Professional Fees	$	$	$
Equipment	$	$	$
Supplies	$	$	$
Debt Service	$	$	$
Other Expenses	$	$	$
Total Expenses:	$	$	$
Net Income	$	$	$

Project Outcome and Objectives

(Use the SMART approach for the creation of your measurable outcome and objectives. SMART is an acronym that stands for Specific, Measurable, Achievable (or Attainable), Relevant (or Realistic), and Time- bound).

GRANT DATE: ☐   **AGENCY:** ☐

Outcome Objectives	Indicators/ Measures	Target/ Benchmark	Baseline	Conditions/ Limitations	Data Source/ Collection	Results & Comments
Measurable result established for project	*What is being measured*	*Degree of change expected*	*Starting point or standard*	*Criteria for inclusion; describe & define group or project*	*Where data will come from & how/when collected*	*Your results; brief comments on challenges/problems*
1. ☐	☐	☐	☐	☐	☐	☐
2. ☐	☐	☐	☐	☐	☐	☐
3. ☐	☐	☐	☐	☐	☐	☐
4. ☐	☐	☐	☐	☐	☐	☐
5. Compare the previous year results ☐	☐	☐	☐	☐	☐	☐

Previous Wythe-Bland Foundation Funding

Provide a list that includes grant cycle award date and purpose, of all previous funding received from Wythe-Bland Foundation

Date	Project	Amount of Funds
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
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		$
		$
		$
		$
		$

Application Checklist
(Forms necessary for an application to be considered complete)

- ☐ Grant Application form
- ☐ IRS Nonprofit Designation Letter* *(N/A for government entities)*
- ☐ Certificate of Good Standing State Corporation Commission *(N/A for government entities)*
- ☐ Feasibility Report
- ☐ Letter of support from other partnering agencies in the project, or to which services will be provided.
- ☐ Itemization of Items to be Purchased with Grant Funds
- ☐ Budget Form
- ☐ Project Outcomes and Objectives
- ☐ Articles of Incorporation* *(N/A for government entities)*
- ☐ Bylaws* *(N/A for government entities)*
- ☐ Audits or Financial Statements from the Previous Year

*If your organization has previously submitted a copy to the Foundation, and they remain unchanged, no submission is necessary.

WYTHE-BLAND FOUNDATION FUNDED PROJECT PROGRESS REPORT
Mid-term Report

APPLICANT:

PROJECT:

DATES COVERED BY THIS REPORT (Beginning):
                                                            (Ending):

Please report on the following:

1.   **STATUS OF PROJECT (Completed, ongoing, or not yet begun):**

2.   **WHAT HAS BEEN ACCOMPLISHED:**

3.   **PROBLEMS ENCOUNTERED:**

4.   **CHANGES PLANNED:**

5.   **DO YOU ANTICIPATE MEETING THE PROJECT GOALS AND OBJECTIVES?**

6.   **DO YOU ANTICIPATE SPENDING THE ENTIRE AMOUNT OF YOUR GRANT AWARD?**

7.   **OTHER COMMENTS:**

Wythe-Bland Foundation

Evaluation & Report Summary

PLEASE USE THIS FORM FOR THE <u>FINAL</u> REPORT

(This form may be transmitted electronically, faxed, or mailed)

Please indicate which report: **Final Report:** ☐   **Combined Report:** ☐

Organization: ▭

Project: ▭   **Award Date:** ▭

PART I: MEETING YOUR OBJECTIVES *(Insert answers to this sheet)*

Attach the **Project Evaluation Summary Report.**

Has there been any change of focus in services provided since the inception of the project?

Yes ☐ No ☐

▭

Please explain any delays in the implementation of the project and what you have done to remedy the delays/problems.

▭

PART II: EVALUATING YOUR PROGRESS

Describe any changes to your Project Evaluation Plan and explain the need for change.

▭

PART III: PROJECT DATA

Organization:　　　　　Date Submitted:

Project Name:　　　　　Award Period:

A. Individuals Served by Project

	Mid-Term Objective Total	Mid-Term Actual Total	Final Objective Total	Final Actual Total
1. Unduplicated individuals served by project				
2. Client encounters/visits provided by the funded project				

B. Other Encounters

Type of Encounter	Target	Number of Encounters	Total

Rate the level of success of your project on a scale of 1 to 10 with 1 being least successful and 10 being highly successful:

1 ☐　2 ☐　3 ☐　4 ☐　5 ☐　6 ☐　7 ☐　8 ☐　9 ☐　10 ☐

Explain Your Rating:

Project Evaluation Summary Report

GRANT DATE: ⬚⬚⬚⬚   **AGENCY:** ⬚⬚⬚⬚

Outcome Objectives	Indicators/ Measures	Target/ Benchmark	Baseline	Conditions/ Limitations	Data Source/ Collection	Results & Comments
Measurable result established for project	*What is being measured*	*Degree of change expected*	*Starting point or standard*	*Criteria for inclusion; describe & define group or project*	*Where data will come from & how/when collected*	*Your results; brief comments on challenges/problems*
1. ⬚	⬚	⬚	⬚	⬚	⬚	⬚
2. ⬚	⬚	⬚	⬚	⬚	⬚	⬚
3. ⬚	⬚	⬚	⬚	⬚	⬚	⬚
4. ⬚	⬚	⬚	⬚	⬚	⬚	⬚
5. Compare the previous year results ⬚	⬚	⬚	⬚	⬚	⬚	⬚

NARRATIVE REPORT

(Final Report Only)

The final narrative report should specifically describe the progress made toward reaching the goals of the project and what impact did it make? The narrative report should include, but not be limited to: a description of the project, how staff and volunteers were involved in carrying out the project activities, and would you have measured something differently than originally planned. Any changes in the project's implementation and described in the original application should be documented, offering insight for the reason and how the project was impacted. How does the end result compare with the original project plan and were your goals achieved? If you have done a similar project before, what have you learned? General activity reports or summaries contained in an annual report do not fulfill this requirement.

CERTIFYING THE INFORMATION

We certify that the information contained in this progress report and all forms, narrative, and any attachments submitted with it are true and correct to the best of our knowledge. We understand that any willful manipulation of information or data will result in immediate discontinuation of funding from the Wythe-Bland Foundation.

The Wythe-Bland Foundation requires that you certify your Midterm and Final Report by submitting an electronic signature. This signature consists of typing your name at the "Enter Electronic Signature" line and checking the "Signature Box"; thus, certifying the information contained in the report is accurate.

Enter Electronic Signature: _____   *Signature Box ☐

Date: _____

Budget Form
Final Report

OVERVIEW: The IRS requires a private foundation receive a report on the use of funds and compliance with the terms of any grant that they award. The IRS expects the grantee to make an annual accounting of the funds with a final report on all expenditures made from the funds, and documenting the progress made toward the goals of the grant.

LINE-ITEM BUDGET GUIDELINES (BELOW FORMAT MUST BE USED)

- The line-item budget should *include all income and expenses associated with the proposed* project. Please note that not every line-item applies to every project.
- Attach supporting documents to the **final budget report** as necessary.

	WBF Foundation	Owner Contribution	Other
Total Project Funds:	$	$	$
Expenses			
Salary Wages and Benefits	$	$	$
Insurance	$	$	$
Professional Fees	$	$	$
Equipment	$	$	$
Supplies	$	$	$
Other Expenses	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
Total Project Expenses:	$	$	$
Unexpended Funds	$	$	$