



## **GRANT GUIDELINES**

**Wythe-Bland Foundation**

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## **ABOUT THE WYTHE-BLAND FOUNDATION**

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 thirteen (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 Wythe County Community 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 projects. 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 submitted for a formal Grant Application. Applications must be complete and delivered to the Foundation office digitally or in-person by 5:00 p.m. on August 1<sup>st</sup> to be accepted for funding consideration. Any application received after that time will not be considered.

## **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 VALUES**

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 promote or improve the wellness of citizens 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 collaboration and/or partnership with other nonprofit organizations
- Ensures measurable outcomes that accurately capture community impact
- Provides evidence of feasibility and sustainability of the proposed project
- Complies with the Wythe-Bland Foundation's Grant Guidelines

## **GRANT PRIORITIES-SPECIFIC GUIDELINES**

As the Board evaluates each Grant Application submission, 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
- Address mental health needs
- Increase health and wellness education
- Provide impactful education opportunities
- Provide and improve access to education
- Reduce the pregnancy rate
- Address childhood wellbeing
- Address prevention and treatment for substance abuse
- Provide measurable, positive community impact

## **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 responsibility
- 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 values
- Grants supplanting other organizational 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 and cost of operations during a fiscal year is expected to be approximately five percent (5%), of the total value of the Foundation's endowment.

Grants will be awarded on a twelve (12) month basis, October 1 to September 30; however, the Board may consider multi-year 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 updates.

## 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 hand delivery and received prior to 5:00 p.m. on August 1st. The Grant Application and all requested information must be completed by the due date to be considered in the Grant Review Cycle. Applications which are not timely submitted will not be considered for the current Grant Cycle.

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

## 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. To be considered, a new application will need to be submitted for 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 the 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 community impact that the project will have?
- 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 to successfully complete the proposed project?
- Is the project timetable realistic?
- Does the budget clearly reflect the resources necessary for the proposed project, including 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 volunteers and/or partnering with other agencies and funders?
- Have applicants with past Foundation funded projects fully complied with the requirements found in the 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 award. The Grantee has thirty (30) days from the dated grant offer to return the executed Grant Agreement, or the offer of award may be rescinded.

The grant award fiscal year is October 1<sup>st</sup> to September 30<sup>th</sup>, regardless of the date that the Grant Agreement is executed.

The number and amount of requests, community impact, 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 the funds from the Foundation may be required to provide periodic financial reports and project reports. Additionally, digital photographs of the funded project are required for inclusion on the Foundation’s newsletters, press releases, websites, and/or social media accounts. The grant recipient will insure that any individual(s) depicted in submitted photographs have given permission for use of their photo.

Failure to expend grant funds and to provide a complete, accurate, and timely accounting of award expenditures within one year, or term agreed to at the 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.



Grants 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, change in project budget, or change of operation that impacts the goals and objectives. Failure to notify the Foundation of issues that could adversely impact the project may result in a temporary or permanent cessation of payments, or possible action to reclaim funds.

## REPORTING

### Forms

- The **Wythe-Bland Foundation Funded Project Progress Report** is used for the Mid-term report and to inform the Board of the progress of the community impact of funded projects.
  - Grantees will complete for all money spent as of the date of the report. Invoices are not required to be submitted.
  - **Grantees will submit the form by March 15<sup>th</sup>.**
- The **Wythe-Bland Foundation Project Evaluation and Final Report** is used for the Final report.
  - Grantees will complete the Outcome Evaluation Form, Evaluation and Final Report, and documentation for all funds spent.
  - Individual receipts are not required unless additional documentation is requested.
- The **Outcome Evaluation Form** is required for the grant and sets measurable goals for the project and is submitted with the Final report.

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

[msummers@wbfoundation.com](mailto:msummers@wbfoundation.com)

or

Wythe-Bland Foundation  
155 West Monroe Street  
Wytheville, VA 24382

### Overdue Reports

When a project is not completed in a timely manner, or Wythe-Bland Foundation Funded Project Progress Report, or Wythe-Bland Foundation Project Evaluation and Final Report is not provided, an Overdue Report letter is sent to the Grantee and the grant award may be rescinded. All advanced grant funds not adequately accounted for by the Grantee may have to be repaid to the Foundation.

## 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 Wythe-Bland Foundation Funded 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).

## PUBLICITY

Each organization receiving grants from the Foundation are required to include the Wythe-Bland Foundation logo within the publications and advertising of the funded project. Logo files can be found on the Wythe-Bland Foundation website.

## GRANT APPLICATION SUBMISSION REQUIREMENTS

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 submitted via e-mail or hand-delivery by the required deadline. Faxes are not accepted.

Once the Grant Application is completed by the organization, the application must be signed and dated by an individual authorized to do so by the applying 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

### 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

1. **Name of Organization:**
  2. **Tax I.D. Number:**
  3. **Legal Name** (as the identified by IRS):   
*(if different than above)*
  4. **Address:**
  5. **Phone:**
  6. **Fax:**
  7. **Website:**
  8. **Executive Director:**
  9. **Primary Contact:**   
*(Foundation contact will be addressed to this individual)*
- Title:**
- E-mail:**
- Phone:**
- Fax:**

10. Current Board President:   N/A

11. Current Board Members:  N/A

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Does your organization have an IRS nonprofit designation?

Yes

No

If no, name of fiscal agent:

13. Did your organization use Form 1023-EZ to obtain a 501(c)(3) Designation?

Yes (If yes, provide a copy of Form 1023-EZ)

No

14. Is your organization a government entity?

Yes

No

15. Select your organization's annual financial reporting method:

Fiscal Year:

Start Date:

End Date:

OR

Calendar Year: (January 1 – December 31)

16. Total Organizational Operating Budget for one (1) year:

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

1. Funder: <input type="text"/>	Amount funded: <input type="text"/>
2. Funder: <input type="text"/>	Amount funded: <input type="text"/>
3. Funder: <input type="text"/>	Amount funded: <input type="text"/>

18. State your organization's Mission Statement (if none, state your *project's* mission):

██████████

19. Is this request being submitted exclusively to the Foundation?

Yes

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

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**PROJECT INFORMATION**

20. Project Title:

██████████

21. Summarize your proposal and how it fits with the Foundation's mission and grantmaking priorities while focusing on the community impact and document the number of Wythe and Bland County citizens that will be served:

██████████

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

Yes

No

23. Date of approval:

██████████

24. Total Project Budget:

██████████

25. Amount requested from the Wythe-Bland Foundation:

██████████

(Round to the nearest hundreds)

26. Amount of other project funding sources:

██████████

27. Percent of total project requested from the Wythe-Bland Foundation: ██████████ %

*\*Note: If the project is approved and funds are awarded and other project funding sources are decreased, than the Wythe-Bland Foundation's funds will be decreased to provide the agreed upon funded percentage of project.*

28. Duration of grant requested project: ██████████ Months

(Provide justification if project exceeds 12 months) ██████████

29. Project Starting Date:

██████████

30. Project Ending Date:

██████████

**31. 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 Wythe-Bland Foundation Funded Project Progress Report, and final payment at completion of project and submission and approval of the Wythe-Bland Project Evaluation and Final Report.*

Normal Funding:

Other (Describe below):

If other method of funding advances is requested, 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 certify your application, 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 of how Foundation grant funds will be used.

- 3. Need for the Project.** Indicate why the proposed project is needed and the 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 the 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 individuals to be served.

## APPLYING ENTITY

- 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 statements, 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
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$



## PROJECT BUDGET

### Part A: Project Cost Estimate

Construction.....	\$
Real Estate.....	\$
Administrative Costs.....	\$
Professional Fees.....	\$
Equipment Purchase.....	\$
Other (describe).....	\$
<b>Total:</b>	\$

**Part B:** Provide a breakdown in project related costs and itemize how requested Wythe-Bland Foundation funds 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

**9. Other funding sources.** 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

<b>Month</b>	<b>Explanation, if necessary (one sentence or less)</b>
<b>October</b>	
<b>November</b>	
<b>December</b>	
<b>January</b>	
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	

## Budget Form

**Overview:** 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).*

**Line-Item Budget Guidelines:**

- 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 (3) Year Projected Total Organizational Project Income and Expense Statement

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

## 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
<i>Measurable result established for project</i>	<i>What is being measured</i>	<i>Degree of change expected</i>	<i>Starting point or standard</i>	<i>Criteria for inclusion; describe &amp; define group or project</i>	<i>Where data will come from &amp; how/when collected</i>	<i>Your results; brief comments on challenges/problems</i>
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Compare the previous year results <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## 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**

**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**  
**Project Evaluation & Final Report**

PLEASE USE THIS FORM FOR THE **FINAL** REPORT  
*(This form may be transmitted electronically 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**

	<b>Objective Total</b>	<b>Final Actual Total</b>
Unduplicated individuals served by project	■	■
Client encounters/visits provided by the funded project	■	■

**B. Other Encounters**

<b>Type of Encounter</b>	<b>Target</b>	<b>Number of Encounters</b>	<b>Total</b>
■	■	■	■
■	■	■	■
■	■	■	■
■	■	■	■

**C. 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
<i>Measurable result established for project</i>	<i>What is being measured</i>	<i>Degree of change expected</i>	<i>Starting point or standard</i>	<i>Criteria for inclusion; describe &amp; define group or project</i>	<i>Where data will come from &amp; how/when collected</i>	<i>Your results; brief comments on challenges/problems</i>
1. <span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>
2. <span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>
3. <span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>
4. <span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>
5. Compare the previous year results <span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>	<span style="background-color: #cccccc; display: inline-block; width: 20px; height: 15px;"></span>

## 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:**

(Format Below 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
<b>Total Project Funds:</b>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<b>Expenses:</b>			
Salary Wages and Benefits	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Insurance	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Professional Fees	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Equipment	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Supplies	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Other Expenses	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<b>Total Project Expenses:</b>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<b>Unexpended Funds:</b>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

## NARRATIVE REPORT

(Final Project Report Only)

The Wythe-Bland Foundation Project Evaluation and Final Report should specifically describe the progress made toward reaching the goals of the project and what impact it made. The narrative report should include, but not be limited to: a description of the project and how staff and volunteers were involved in carrying out the project activities. Any changes in the project's implementation and described in the original application should be documented, such as would you have measured different objectives than originally planned, offering insight for the reason and how the project was impacted. Describe how the end result compares with the original project plan and if your goals were achieved. If you have done a similar project before, what have you learned?

## 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 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: