



General Fund Small Application Worksheet

The O.P. and W.E. Edwards Foundation only accepts solicited applications. Please only submit an application if we have requested one from you or if you are a current grantee.

We prefer that applications and reports are submitted on-line through our grants management software called GLM. While we will still be accepting applications via the mail and email, we encourage you to use the on-line application in an effort to cut down on paper use and streamline the granting process. If you are submitting an application via mail or email, please go to the bottom of this document.

We encourage you to prepare your application in a word processing program first and then paste it into the on-line form.

Character limits include spaces. The program will warn you if you have exceeded the limit and will not save text beyond the character limit. The average single spaced page contains about 3000 characters.

The program will warn you if your file size exceeds the file size limit. Please see the frequently asked questions on our webpage for ways to deal with this.

* Indicates a required question

Please go to our website for instructions and links to log in to our on-line grants management software.

Contact Information Update

Let us know if any changes need to be made to the Organization and Personnel contact information.

Grant Request Basics

Are you seeking funding for a specific project or program or for general operating? *

Project Name*

It is helpful to be able to refer to the grant by a simple name (i.e. Fantastic Summer Program 2016). Please provide one here.

Grant Request Amount*

How much are you requesting for one year of this grant? We do not ordinarily fund multi year requests, but if you would like to be considered for one, you will be able to give us more information about the amount requested for future years in the request detail below.

Grant Request Summary* Character Limit: 5000

Enter a brief description of your grant request (one paragraph or less). You will be able to go into more detail below.

Request Detail Character Limit for each question: 10000

Purpose*

Why do you need this grant funding? What need(s) are you addressing? What is your plan for addressing these needs? What other organizations are you partnering with in addressing these needs formally or informally. If this is a general support request, please also let us know what you are specifically planning to cover with this grant.

Financials

Fiscal Year*

What date does your fiscal year end?

Budgeted Organizational Income*

What is the total amount you have budgeted for organizational income for the fiscal year in which this majority of this grant period will take place.

Budgeted Organizational Expenses*

What is the total amount you have budgeted for organizational expenses for the fiscal year in which the majority of this grant period will take place.

Organizational Budget* File size limit: 3MB

Upload your organizational budget for the fiscal year in which the majority of this grant period will take place. Make sure to include income as well as expenses. Please indicate the status of funding requests as pending or approved and note in-kind gifts.

Project/Program Budget File size limit: 3MB

If this request is for a project or program, please include the total budget for that project or program.

Previous Year's Financials* File size limit: 3MB

Please include a profit and loss or budget vs. actual from your previous fiscal year.

Board Information

Board List*

Please include a listing of board members with contact information and qualifications.

Board Involvement* Character Limit: 10000

Let us know what your board does to further your mission. How often does your board meet? What is the typical attendance? What percentage of your board donates to the organization? What kind of board training have they attended? Have you done any strategic planning?

Stories and Other information

Stories Character Limit: 10000

Are there any stories you would like to share with us?

Other information

Is there any other information you would like to share with us?

If you had a grant with us last year and you have not submitted a separate report, please fill out the reporting questions at the end of the application. This will serve as the required grant report. You must submit a grant report before we can issue a new grant.

Reporting Questions Character Limit for each question: 10000

Purpose and Progress

Tell us about last year's grant. What were you trying to achieve? What progress did you make?

Challenges

What challenges did you encounter last year? How did you deal with them or what plans did you make?

Expenses File upload limit: 1MB

Please include a list of expenditures made from this grant. You can either type it in or upload a document.

Other Information

Please provide any additional information if you would like.

Submission via email or mail

We really encourage you to submit applications and reports via our on-line grants management software. However, we will still accept things that are submitted via email or mail. These documents will then be uploaded into the on-line system by our staff. We can not guarantee that formatting, etc. will be maintained. Please use the questions above to develop your application. Applications can be emailed to ahyfield@opweedwards.org or mailed to:

O.P. and W.E. Edwards Foundation
PO Box 2445
Red Lodge, MT 59068

Grant applications must be received by midnight on the required quarterly grant deadline. Unsolicited grant applications will not be considered. If you have any questions during the application process, please feel free to contact us