**GRANT APPLICATION PROCESS**

This grant application is accepted year-round and will be reviewed by the Nashville Wine Auction Grant Committee and approved by the Nashville Wine Auction Board of Directors annually.  Please submit your completed application with all required attachments by **December 1** to be considered for a grant in the following year.  Applications may be submitted electronically by email to Holly@NashvilleWineAuction.com and Victoria@NashvilleWineAuction.com with attachments, or if bound, mail 6 copies to:

Nashville Wine Auction

Attn: Grants Committee

3015 Poston Avenue, Suite 200

Nashville, TN  37203

Questions may be directed to Victoria Sykes, Administrator, at (615) 329-1760.

**REQUIRED ATTACHMENTS**

|  |  |  |
| --- | --- | --- |
| **Attached** | **Received (NWA Use)** | **Document** |
| [ ]  | [ ]  | A copy of the Organization’s IRS Determination Letter |
| [ ]  | [ ]  | A complete list of the organization’s officers and board members, including affiliations and any other pertinent information. |
| [ ]  | [ ]  | A copy of the Organization’s most recent financial statements, preferably audited, including a balance sheet and income statement. |
| [ ]  | [ ]  | A one-page summary of actual income and expenses for the past two complete years |
| [ ]  | [ ]  | A one-page list of funding sources and amounts received from sources over the past two years |
| [ ]  | [ ]  | A copy of the Organization’s current operating budget |
| [ ]  | [ ]  | A detailed budget of the Project for which funds are being requested, if applicable |

**GRANT APPLICATION**

**ORGANIZATION INFORMATION**

Name (If different on IRS Determination letter, please explain.): Click here to enter text.

Street Address: Click here to enter text.

City, State, Zip: Click here to enter text.

Office Phone: Click here to enter text. Fax: Click here to enter text.

Chief Executive’s Name: Click here to enter text. Title: Click here to enter text.

Contact’s Name (if different): Click here to enter text. Title: Click here to enter text.

Contact’s Email Address: Click here to enter text.

Website: Click here to enter text. Date of Incorporation: Click here to enter a date.

Primary Service Category: Choose an item.

If other, please specify: Click here to enter text.

Provide a brief summary of the organization’s mission: Click here to enter text.

Previous Grants Received from Nashville Wine Auction if any:

Date: Click here to enter text. Amount: Click here to enter text.

Date: Click here to enter text. Amount: Click here to enter text.

Date: Click here to enter text. Amount: Click here to enter text.

Do you currently maintain a profile on www.givingmatters.com? [ ]  Yes [ ]  No

**ORGANIZATIONAL DEMOGRAPHICS**

Number of Full Time Staff: Click here to enter text. Number of Volunteers: Click here to enter text.

Number of Part Time Staff: Click here to enter text. Geographic Area Served: Click here to enter text.

**GRANT REQUEST INFORMATION**

Amount of Request: $Click here to enter text. Funds Needed By: Click here to enter a date.

Time frame in which funds will be used: From Click here to enter a date. To Click here to enter a date.

Is this request for general operating support? [ ]  Yes [ ]  No

Is this request for project support? [ ]  Yes [ ]  No

Summarize the purpose of your request: Click here to enter text.

**PROJECT INFORMATION**

If grant is for project support, please complete this section.

Project Name: Click here to enter text.

Total Project Cost: Click here to enter text.

Percentage of project total covered by this grant request: Click here to enter text.

What geographic area will the project serve? Click here to enter text.

Other funding sources for this project: Click here to enter text.

Project cost per client (if applicable): Click here to enter text.

Project type: Choose an item.

If other, please explain: Click here to enter text.

Who will the project serve? Click here to enter text.

How many will the project serve? Click here to enter text.

How will you measure the effectiveness of the project? Click here to enter text.

If the project is a collaboration, please list the partner(s): Click here to enter text.