



**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 31** to be considered for a grant in the following year. Applications may be submitted electronically by email to Theresa@NashvilleWineAuction.com with attachments, or if bound, mail 6 copies to:

Nashville Wine Auction  
 Attn: Grants Committee  
 2416 21<sup>st</sup> Ave. S., Suite 101  
 Nashville, TN 37212

Questions may be directed to Theresa Johnson, Director of Operations, at (615) 329-1760.

**REQUIRED ATTACHMENTS**

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



## GRANT APPLICATION

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### 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](http://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.](#)