

## Submitting an Online Application for the Letter of Intent

### ESSENTIAL INSTRUCTIONS BEFORE YOU PROCEED

1. It is **strongly recommended** that you type your application responses into a word processing program (Microsoft Word, WordPerfect, etc.) and save to your computer, and then cut (*Ctrl + X*) and paste (*Ctrl + V*) the information into the appropriate application fields. Please keep in mind that the Foundation does not have the capability to retrieve draft text, so using a word processing program will provide you with a **back-up of your responses.**
2. You will be required to create an account before you begin filling out the application.
3. **DO NOT USE YOUR BROWSER'S BACK AND FORWARD BUTTONS AS YOU COULD LOSE ALL OF YOUR APPLICATION INFORMATION.** USE the page number links at the top of the application form or the "Next" button at the bottom of the application form to navigate through the application.
4. If at any point you want to stop filling out your application and finish it at a later time, click on the "**Save and Finish Later**" button (located at the bottom of the application form on each page). You can return to the application anytime by coming back to the "**Apply Now**" page of our website and clicking on the link "**Login to your Grant Application Account.**"
5. Please note the answer fields will expand to accommodate your information. However, please keep your answers as clear and concise as possible. The typical Letter of Intent is two typewritten pages. If you type the application information into a word processing program, as recommended above, you will be able to keep in within that limit.
6. If your Letter of Intent consists of two programs or projects, please submit a new application for each program or project.
7. A Project Budget Form and Project Income Form must be filled out for *EACH* project with the project title indicated on each budget form.

### SUBMITTING YOUR ONLINE APPLICATION

- To print a copy of your application, click on the "Printer Friendly Version" link. This will print out the entire application. We strongly suggest you keep a printed copy of your application for your records.
- When you are ready to submit your application, click on the "Review and Submit" button located on the last page. This will allow you to review your application one last time. If you have omitted a required field, the application will automatically go to that field so it can be filled in properly. Failure to click on the "Submit" button will prevent your Letter of Intent from being submitted to the Foundation.

### AFTER SUBMITTING YOUR ONLINE APPLICATION

- You will be directed to your Account page if the application was submitted correctly. The application you submitted should be located under the Submitted Applications section. Any application that was saved but not yet submitted will be located under the Open Applications section.
- You will receive a confirmation e-mail when the Foundation has successfully received your application. This e-mail will also include a copy of your submitted application. **Please save a copy of this e-mail for your records. If there is a problem with the submission of your application, the Foundation will need to reference it.**
- **The following documents are required to complete your Letter of Intent application and must be received by the Foundation no later than 12:00 p.m. Wednesday, July 28, 2010. If a document is not available, please explain the reasoning on the Additional Organization Information Check List.**
  - WCHF Project Budget Form (Required for Online Application)
  - WCHF Project Income Form (Required for Online Application)
  - Additional Organization Information Check List
  - Current agency operating budget
  - Most recently filed Form 990
  - Most recent independent audit report and management letter
  - Most recent annual report
  - Current Board of Directors roster
  - IRS Determination Letter

***Both the Project Budget and Income Forms are required to be submitted as attachments with the online application. The other documents may be attached to the online application or delivered to the Foundation no later than 12:00 p.m., Wednesday, July 28, 2010. Documents delivered to the Foundation must include the Additional Organization Information Check List.***

**Applications received past the deadline date will not be reviewed. If a document is delivered to the Foundation past the deadline date, your Letter of Intent will be considered incomplete and will not be reviewed.  
*NO EXCEPTIONS WILL BE MADE!***