

June 1, 2017

Dear Development Director,

WITAN (Women in Touch with Akron's Needs) is a self-sustaining, non-profit women's organization founded in Akron in 1943. Since its inception, the members of WITAN have volunteered more than 3 million service hours, and through fund-raising efforts have granted over \$1 million to the community.

WITAN funds projects each year through annual gifts, usually totaling approximately \$50,000. The exact amount of these gifts will depend on the net proceeds from various WITAN fund-raising events throughout the coming year.

As a non-profit agency or organization serving the needs of the greater Akron and Summit County areas, we invite you to apply for funding in either of the following two ways:

1. If your project request is for funds of \$600 or less, simply provide a description of your project **on agency letterhead** with the requested funding amount. Please also **submit 12 additional copies (13 total) printed on 2-sided, 3-hole punch paper**. Mail to **Stephanie Davis-Dieringer, Allocations Chair** at the address below, to be received no later than **October 31, 2017**. Please include a list of your agency's current board members.

2. If your project request is for funds greater than \$600, you must go to www.witaninfo.org and print a **Project Summary Form**. Please complete this form and **return 12 copies printed (13 total) on 2-sided, 3-hole punch paper, along with 13 copies of the requested supporting information to be received by November 30, 2017**, to **Stephanie Davis-Dieringer, Director of the Civic Committee**. Please include a list of your agency's current board members.

Please note that WITAN makes an effort to share our funding among projects representing human services, support for children, education, preservation, and the arts.

Requests of funds for projects of \$600 or less are allocated and voted on an as-needed basis between November and the following May. Project funding requests greater than \$600 are reviewed between December and April. If needed, site visits will be made during February and March. The Civic Committee recommends the larger funding requests to the general membership, who votes on the projects to be funded in May, 2018. Agencies or organizations approved for funding are notified in May, and have one year to claim the funds.

WITAN will not fund:

1. For-profit organizations.
2. Salaries for any personnel.
3. Any political parties or candidates, or an organization supporting politically-charged issues.

WITAN looks forward to reviewing your funding request. If you have any questions, please contact me at 330-608-5899 or sdaviddieringer@gmail.com.

Sincerely,

Stephanie Davis-Dieringer
Director,
2017- 2018 Civic Committee

Mail to:
WITAN
Attention: Civic Committee
P.O. Box 5448
Akron, OH 44334-0448

WITAN Project Summary Form 2017-2018

Information requested must be on this form with 15 copies (16 total including original) on 2-sided, 3-hole punch paper. Current financial statement, budget and proof of 501c3 status must be attached. Please provide a budget and financial statement, including balance sheet and results of operations. Please enclose a list of your current board members with the grant request.

Do not include any additional materials at this time.

Agency Name: _____

Address: _____ City _____ State _____ Zip _____

Contact Person: _____

Phone: _____

E-mail: _____ Website: _____

Non-Profit Tax I.D. #: _____

Amount Requested: _____ Date: _____

Itemize Project Request:

Explanation of Project:

Project Timetable:

Services Provided By Your Agency:

Communities and/or Counties Served By Your Agency:

WITAN Project Summary Form

Number of clients served by your agency: _____

Number of people who would be DIRECTLY affected by this project: _____

Amount and source of present funding: \$ _____

Does your agency have an "Auxiliary"? Yes _____ No _____
If "Yes", what is its function?

Do you have any community-wide fund-raising event(s)? Yes _____ No _____
If "Yes", describe the event(s), including how much each event nets in income to your agency.

Has WITAN funded your agency in the past? If so years of funding.

Number of Staff: _____ Number of Volunteers: _____

Annual Income: \$ _____ Annual Expenses: \$ _____

Administrative Costs: \$ _____ Fund-raising Costs: \$ _____

How do you plan to promote WITAN'S support of your agency/project?

Newsletter _____ Web Site _____ Agency Press
Release _____ Brochure _____ Social Media: _____

Other (Explain):

Please send to:

WITAN
Attention: Civic Committee
P.O. Box 5448
Akron, Ohio 44334-0048

Please Note:

WITAN will not fund the following:
1) For-Profit Organizations
2) Salaries for any personnel.
3) Any political parties, candidates or organizations supporting politically charged issues.



WITAN Project Summary Form
2017 - 2018
Application Checklist

For your convenience, the following is a checklist to assist you in the WITAN grant process:

- _____ 1. 15 Copies Project Summary Form (16 plus original) on 2-sided, 3-hole punch paper.
- _____ 2. Copy current financial statement.
- _____ 3. Copy current budget.
- _____ 4. Proof of 501c3 status.
- _____ 5. List of current board members.