

THE WESTBROOK FOUNDATION GRANT PROGRAM

Guidelines and Application Form

Summary of Changes

Effective August 25, 2021

Grant Policies and Guidelines

- **Similar projects previously funded by the Foundation** will be considered if at least 25% of the project expenses come from the applicants themselves and/or other community sources. The Foundation has broadened its “seed money” policy. See p. 1 under Program Description.
- **Westbrook churches and faith-based organizations** must submit grant applications to the Foundation if they wish to be considered for funding. See under Who May Apply on p. 1.
- **Grantee Responsibilities.** If the awarded project is canceled for any reason, the grant funds must be returned within 60 days of the cashing of the check.

Application Form

- **Project Information.** Under Project Summary on p. 1, indicate whether this is a new initiative never funded by the Foundation.
- **Applicants (including the school system) partially or wholly funded by the Westbrook Town Budget** must complete page 2 of the Application Form indicating whether they have approached the Board of Selectmen and/or the Board of Finance requesting funding for their projects. If yes, to whom did they make the request? When did they make the request? What was the outcome? Provide as much detail as possible.
- **Application Narrative** must be no longer than three typed pages. Project budget is now its stand-alone form. See p. 3 of Application.
- **Project Budget.** All applicants must fill out the new Project Budget Form. Note that total project revenue must equal total expenses. If the Foundation has previously funded the organization for similar projects, at least 25% of the project expenses must come from the applicants themselves and/or other community sources.
- **Almost Paperless Submission Process** (see p. 3 of Guidelines)
 - Completed and signed application Form, Narrative, Budget Form, and Check List must be combined into a single document and emailed (with the organization’s name in the subject line) to grants@westbrookfoundation.org. Mail one hard copy of the signed Application Form, Narrative, Budget Form, and Check List to Grant Application, Westbrook Foundation, PO Box 528, Westbrook, CT 06498
 - Required attachments should be emailed separately (with the organization’s name in the subject line) from the Application. Do not mail hard copies of the required attachments.

Please direct questions to An-Ming Truxes, grants committee chair, via email at grants@westbrookfoundation.org