

# Grant application guide for non-profits

January 2018

Together we'll go far



### www.wellsfargo.com/donations

### Community Giving













### Creating solutions for stronger, more resilient communities

We know that our long-term success is directly linked to the success of our customers and the communities we serve. Through a combination of strategic relationships with local and national nonprofits, grants, volunteer activities, and other community investments, we're creating solutions that help strengthen the communities in which we operate and grow local economies around the world.

- Philanthropy
- Community outreach and grant programs
- Team member volunteering and giving

#### Corporate Social Responsibility Report

Learn more about how we're working to create solutions for stronger, more resilient communities.

Goals and Reporting >

### www.wellsfargo.com/donations

### Apply for grants

The Wells Fargo Foundation welcomes applications year-round from qualified nonprofits and educational programs. To apply, review our grant guidelines for the areas we serve.

Select State: Select one Select your State.

#### Creating solutions for stronger communities

We understand that our long-term success is directly linked to the success of our customers and the communities we serve.

#### Resources

- Wells Fargo Housing Foundation
- Environmental Grant Programs
- Wells Fargo Regional Foundation

### **Review Giving Guidelines**

#### **Alabama Grant Guidelines**

We appreciate your interest in Wells Fargo's philanthropic goals and objectives. At Wells Fargo, we believe that grant-making decisions are more effective when made locally. That's why Wells Fargo is actively involved in the communities where we live and work, and why our team members are leaders in helping our communities succeed.

In Alabama, we serve the following regions and counties:

Region	Counties
Birmingham	Jefferson, Shelby
Central Alabama	Autauga, Clay, Calhoun, Dallas, Elmore, Etowah, Lee, Marion, Montgomery, Pike, Randolph, Tallapoosa, Talladega, Tuscaloosa
North Alabama	Colbert, Cullman, Lauderdale, Madison, Marshall, Morgan, Walker

Wells Fargo makes contributions to organizations with tax-exempt status under Section 501(c)(3) of the U.S. Internal Revenue Code, as well as qualified tribal and governmental agencies, including public school systems.



### **Begin application process**

### Select "Apply Now"



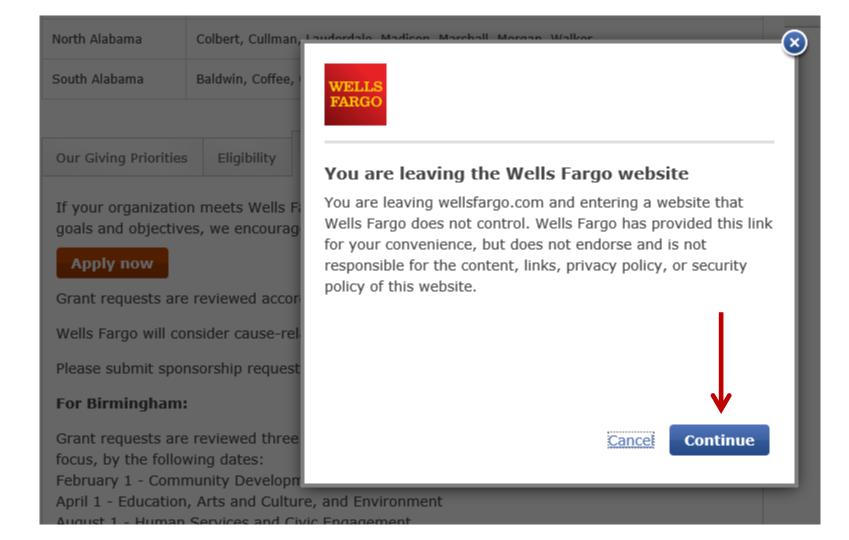
If your organization meets wells Fargo's eligibility requirements and fits in with our philanthropic goals and objectives we encourage you to proceed with our online application.

#### **Apply now**

Grant requests are reviewed according to the deadlines below.

Wells Fargo will consider cause-related requests submitted through our online application system.

Please submit sponsorship requests on the same online form at least 60 days prior to the event.



#### Wells Fargo Grant Application - Eligibility Quiz

Do you represent a U.S. based IRS qualified charitable 501(C)(3) organization with a valid Tax ID #? If so, do you certify that you are an official representative and have authority to submit an application on behalf of the organization?

Yes

No

If Yes answer, proceed to next question.

If No answer, the following response: Unfortunately your request does not align with any of our funding priorities. Thank you for your interest.

Does the project/program align with one or more of Wells Fargo's focus areas?

#### Yes

No

#### Education

- academic and community outreach to Pre-K 12 children
- post secondary educational opportunities

#### Community Development

- affordable housing for low-to-moderate income individuals
- job training/workforce development
- economic development programs
- revitalization or stabilization of low-to-moderate income communities

#### Health/Human Services

 social and human care organizations involved in a variety of issues including child care, day care, health services and education, social services, and basic needs assistance

#### Arts and Culture

- · arts councils, literature, and arts organizations
- museum programs and operating support
- performing arts programs and operating support

#### Civic

 organizations and associations that enhance a community's quality of life; including community beautification, civic leadership, citizen education, and promotion of cultural diversity

#### Environment

 programs where the primary purpose is preservation and conservation of natural resources, endangered species, and the global environment

If Yes answer, proceeds to next question.

If No answer, the following response: Unfortunately your request does not align with any of our funding priorities. Thank you for your interest.

#### Wells Fargo Grant Application - Eligibility Quiz

Great, continue to the next question.

Are you seeking funding to support any of the following:

- Individuals
- International organizations
- Travel or conferences for employees of non-profit organizations
- · Political Action Committees (PACs), political causes or candidates
- Books, research papers or articles in professional journals
- A group/organization utilizing a fiscal agent

If Yes answer, the following response: Unfortunately, we cannot provide funds to:

- Individuals
- International organizations
- Travel or conferences for employees of non-profit organizations
- Political Action Committees (PACs), political causes or candidates
- Books, research papers or articles in professional journals

Thank you for your interest.

Yes

No

#### If No answer, proceeds to the following response:

Thank you for taking the time to answer this eligibility quiz. Based on your answers, it appears that your organization qualifies to complete the Wells Fargo grant application. Final verification will be made subsequent to submission. Please click the link below to access and submit an application. You may utilize the "Need Support" button at the bottom of each page if you have any problems or need assistance. Thank you.

Click here to access the Wells Fargo Grant Application



# Access to online application



Home | Customer Service | Contact Us | Locations

**Back to Corporate Giving** 

#### Wells Fargo Grant Application

#### Please Log In





successfully log in.

### First time user registration

\* Zip/Postal Code:

### Registration Information \* indicates required field Leave the invitation code field blank unless one has been provided to you by Wells Fargo. If provided, please enter the code each time you log in to access your application. \* First Name: \* Last Name: \* indicates required field \* Telephone Number: \* E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in. \* Password: The password must be between 7 and 12 characters. Any letter or number is valid. The following special characters are also allowed '!#\$-\_'. The password 'password' is not valid. \* Confirm Password: Invitation Code: Enter the invitation code if you were provided with one by the grantmaking organization.' \* Organization/School Name: Enter the legal name of the organization for which you are applying.

### First time user Registration

#### IRS AND/OR NCES Information

Tax ID/Charity ID (if applicable):

Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.



School District ID (U.S. Pre-K-12 public schools and For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics public school districts only): (NCES) School ID. If you do not know the school's NCES information, please visit the NCES website.

School ID numbers are required for public schools/school districts only; 501(c)3 organizations should not enter School ID numbers.

School ID (U.S. Pre-K-12 public and private schools For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for Education Statistics only): (NCES) School ID. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the NCES website.

Save

Return to Login Screen

Need Support?



### **Welcome Page Information**

#### Wells Fargo Grant Application

Edit Profile | Logout

#### Welcome, Marian Phillips!

#### Welcome, Marian Phillips!

The organization you are currently associated with is CyberGrants TEST Organization.

If you work with multiple organizations and want to submit an application for an organization different from the above, please add a new organization to your account.

#### Application Overview

The Wells Fargo Grant Application consists of the following five sections. Each section must be completed in order to submit your proposal.

- Contact Information
- Organization Information
- Project Details
- Demographics
- · Community Development Support

Once submitted, your application cannot be modified, so you may wish to familiarize yourself with a READ-ONLY version of the online application before beginning.

READY TO BEGIN? Click the "Start a New Application" link at the end of these instructions.

### **Welcome Page Information**

#### **Helpful Hints**

Before you begin, we recommend that you review the following:

- To save an in-progress application and return to work on it later: Close your browser after clicking the "Save and Proceed" button.
- To return to your saved application: Type the following URL in your browser's address bar to gain access the login screen directly:

#### www.cybergrants.com/wellsfargo/communitygrants

You may wish to bookmark this link for future reference.

Once you've logged in again, click the "Continue" link to the left of the application's Project Title, below.

- To delete an incomplete or erroneous application that you've started: Click the trash can icon next to its Project Title, below.
- To print a paper copy of your completed application: Prior to submitting your application you will see a summary screen of your entire application. Select "Print" from your web browser's "File" menu.
- To review an application that your organization has previously submitted: Click the "View" link next to the appropriate Project Title below.

NEED HELP? If you have technical questions regarding this application, use the "Need Support" link located at the bottom of every page to contact our support team.

## **Welcome Page Activity**

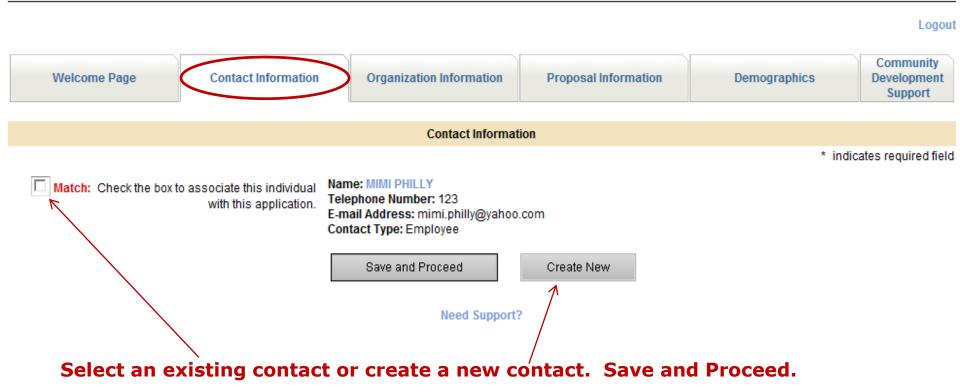
#### Navigation

Each section of the application will have a timeline like the one below to help you monitor your progress. The arrows (>> )indicate your current position. Clicking a link in the timeline will take you to that section.

unitennie	will take you to that sec	atori.					
,	Welcome Page	Contact Information	Organization Information	Proposa	al Information	Demographics	Community Development Support
			Applications Requiri	ng Action		section to complete an so submit an impact rep	• •
Action		Project Title		Application [	Date	Application Application	Amount
Continu	ue National Partnershi	ps Grant Application 🏛		01/21/2014			\$5.00
Continu	Participation in Hon Wells Fargo Mortga	ne Preservation Workshop held fo ge Holders 🏛	r	10/13/2014			\$0.00
Continu	ue Priority Markets Pro	gram 🛅		03/11/2014			\$0.00
			Submitted Applica	itions Se	ction provides v	iew access to historica	al requests.
Action		Project Title		App	lication Date	Applicatio	n Amount
View F	Priority Markets Progran	n		0	2/05/2015		\$500.00
			» Start a New Appli	cation «	1		

### **Contact Information**

#### Wells Fargo Grant Application



## **Organization Information**

Telephone

7043746128

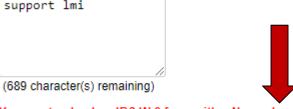
Organization Information



Official Name	Name associated with specific tax ID in the IRS business master file or name associated with school/school district in NCES data
* Legal Name	What is the legal name of your organization?  CYBERGRANTS TEST ORC
AKA Name	If your organization is known by another name please enter the name here.  CTO
* Mailing Address	Enter the address where a check should be mailed.  790 TURNPIKE STREET SL
Address 2	
* City	NORTH ANDOVER
* State	Massachusetts ▼
* ZIP Code	01845-6129

### **Organization Information**

Website Address	org@website.org	
Year Organization was Established	2000	
Mission Statement	Provide a brief mission statemen	nt for your organization.
	support lmi	



#### DOCUMENTATION REQUIREMENT

You must upload an IRS W-9 form with a November 2017 revision date. Earlier versions of the form will not be accepted. Download the form from here and then complete, sign, and upload the form. Enter your organization name in the "Name" field at the top of the form. If you previously uploaded an older version of the form, you must now upload a fully completed November 2017version. Not adhering to this documentation requirement will cause a delay in our review of your grant application.

\* IRS W-9 Form and/or 501(c)3 determination letter

An IRS W-9 form is required for public schools, governmental entities and local chapters of national organizations. Note that we must have the November 2017 version of the form, available here.

Click here to download IRS W-9 form.

Note: Maximum file size is 10 MB any file format is acceptable.

Upload File

# **Organization Information**

s your organization classified as a 509(a)3 supporting organization by the IRS?	•
509(a)3 documentation requirement	If you are a 509(a)(3) supporting organization, please upload one of the following: (1) IRS Letter stating that the organization is Type I or II; or (2) external legal opinion stating that the organization is Type I or Type II with a reasone explanation that references the IRS tax code and illustrates how their organization's governing structure fits into Type II.
	Upload File
School District Name- if applicable (?)	Enter only if you are applying on behalf of a school district- organization corresponding to the specified tax ID #
	Save and Proceed

**Need Support?** 

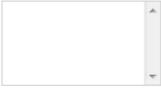
Welcome Page	Contact Information	Organization Information	Proposal Information	Demographics	Community Development Support
		Proposal Info	ormation		
					* indicates required fiel
	* Request Date	Request Date			
		06/02/2017			
*	* Requested Grant Amount	(In U.S. dollars)			
	* Project Title	Very brief description, or name of	of program or event. (Please limit	to 70 characters.)	
* Funding Pu	rpose - Project Description	Provide a brief description of hor please upload the brochure/mate	w funding will be used. If there is erials in the Detailed Project Infor	a sponsorship package as: mation field below.	sociated with this request,
				^	
		(2000 character maximum)			

Detailed Project Information	Attach a detailed project description or sponsorship brochure, if appropriate.  Note: Maximum file size is 10 MB any file format is acceptable.  Upload File			
* Benefits	Please indicate whether or not there are any benefits to Wells Fargo, its affiliates, and/or its team members. If Yes, please indicate specifics. Note that State Education and Neighborhood Tax Credits only apply in a limited number of States and should be documented in the project description field.  No Yes			
* Itemize Benefits	Select benefit(s) associated with this grant request. Please note that whether or not benefits are involved does not impact our funding decision, and that program grants would not have any benefits tied to the grant, other than possibly name recognition.			
	<ul> <li>□ Direct Donation - no tangible benefits</li> <li>□ Wells Fargo name and/or logo recognition</li> <li>□ Tickets/Tables for an event, golf tournament, etc.</li> <li>□ Ad/billboard for Wells Fargo advertisement</li> <li>□ Free admission or attendance for Wells Fargo team members</li> <li>□ State/Education/Neighborhood Tax Credit Eligible-programs applicable in limited number of states</li> <li>□ Other Benefits - describe below if not listed</li> </ul>			
-Other Benefits (if applicable)	Briefly describe any tangible benefits not listed above that are associated with your funding proposal.			

Is this a request for sponsorship of an event?



Location of Event or Project If you are seeking a sponsorship/contribution for a charitable event, provide the location of the event. OPTIONAL: for project/program grants, please enter the project address.



(500 character maximum)

Event Date or Project Timeline

If you are seeking a contribution/sponsorship for a charitable event, provide the date (xx/xx/xxxx) of the event. OPTIONAL: for project/program grants, please enter the anticipated timeline.



\* Form 990 and Financial Statement

Most recently filed IRS form 990 including schedule A, if applicable, (can be downloaded from guidestar.org); and most recent financial statement, audited if available. We encourage you to upload both documents in order for us to be able to fully review your application.

Note: Maximum file size is 10 MB any file format is acceptable. If your file exceeds the maximum file size, please break your document down into more than one file in order to upload.

Upload File

Resizing Instructions If your file is too large, please click here for instructions on how to resize your file.

* Organization's Total Operating Budget	In U.S. dollars
Organization's Most Recent Operating Budget	Attach the organization's most recent operating budget. Note: Maximum file size is 10 MB any file format is acceptable.  Upload File
* Total Project Budget	(In U.S. dollars)
Detailed Project Budget	Note: Maximum file size is 10 MB any file format is acceptable.
* Other Funding Sources	Upload File  Detailed Instructions:
	Click the link below to <u>SAVE</u> the template below to your computer.  Other Funding Sources Template
	Complete the Other Funding Sources Template and save your changes.

Note: Maximum file size is 1 MB any file format is acceptable.

Click on the 'Upload File' button.

3. Click the 'Upload File' link to attach the template to this application.

4. You will need to BROWSE to locate the file on your computer. Select your file and select the 'Open' button.

Upload File

\* Is your organization operating in a deficit? \* Organization's Current Board Members with Please attach a listing of the organization's current board members and their affiliation(s) (e.g. corporate or government Affiliations, including Corporate Affiliations affiliation) Note: Maximum file size is 10 MB any file format is acceptable. Upload File Organization's Goals and Accomplishments Please list the goals and accomplishments of the organization. (2000 character maximum) Measure of Progress Briefly describe how you measure progress for this program. (2000 character maximum)

Save and Proceed

* Notification Information	Please indicate who at grantee organization should be notified of check delivery (enter name and email address) if grant is awarded. This information will display on electronic payment notification sent to grant seeker.
	(100 character maximum)
	(100 Character maximum)
Wells Fargo Contact?	Indicate the name and email address of the organization's primary contact at Wells Fargo, if any. Enter "N/A" if not applicable.
	This question is intended for informational purposes only. The existence of a business relationship with Wells Fargo will not affect an organization's consideration for grants by the Wells Fargo Foundation.
	(100 character maximum)
Additional Documentation	
taditional Documentation	Note: Maximum file size is 10 MB; any file format is acceptable, except html
	Upload File

Welcome Page	Contact Information	Organization Information	Proposal Information	Demographics	Community Development Suppor
		Demogra	phics		
					* indicates required fi
organization. We refer to this i inclusive company where all p recognizing, understanding, a	nformation as we seek to meas	ure our giving history against ou zed for their individuality, promo	on the information collected. We do ur diversity mission. Our diversity m ted based on performance, and en	nission encompasses a co	ommitment to being an
* Non-discrimination Does your organization dis mental disability, pregnancy,	criminate on the basis of race, marital status, status as a prote	ethnicity, color, gender, nationa cted veteran or any other status	l origin, religion, age, sexual orient s protected by federal, state or loca	ation, gender identity, ger I law?	netic information, physical o
	asis for discrimination (e.g. l on serves only one gender).	Note that organizations who res	pond 'yes' may be subject to additi	onal review.	
*			ect/program is being served. If this de services in more than one State		s nationally, select
	Geocode - Area Served E	,	e where grant funds will be utilize	d.	



\* Impact How many individuals will be served by this project/program? Complete all demographic information, if What is the breakdown of those served by the program? known. Enter whole numbers only. All values must total 100 percent. **Enter whole** % Hispanic or Latino numbers only. % American Indian/Alaskan Native Do not enter % % Asian sign in any field. % Black or African American % Native Hawaiian or Other Pacific Islander If not tracked or unknown, enter 100. % Two or More Races

* Gender	What is the gender breakdown of those served by the program? Enter whole numbers only. All values must total 100 percent.	
	% of Men Served	
	% of Women Served ← If not tracked or unknown, enter 50/50	
* Age Group	What is the age breakdown of those served by this program? Enter whole numbers only. All values must total 100 percent.	
	% Children (Birth-17 yrs)	
	% Young Adults (18-24 years)	
	% Adults (25-64 yrs)	
	% Senior Citizens (65 yrs+)	
	% All Ages ← If not tracked or unknown, enter 100.	
% of LGBT Population Served: Enter the number that represents the % of Lesbian/Gay/Bisexual/Transgender individuals served by this grant.	Enter a whole number only that is less than 100. Do not enter decimal points or any other characters.  — If not tracked or unknown, leave blank.	

Support for Persons with Disabilities (PWD)	Does the program serve or support Persons With Disabilities? If so, please enter percentage. Entries must total 100°			
	% PWD			
	% Non-PWD ← If not tracked or unknown, enter 100.			
* Support for Military/Veteran:	Does the program serve or support Military/Veterans? If so, please enter percentage. Entries must total 100%.			
	% Military/Veteran Personnel			
	% Non-Military/Veteran ← If not tracked or unknown, enter 100.			
	Save and Proceed			

**Need Support?** 

### **Community Development Support**

Welcome Page

Contact Information

Organization Information

Proposal Information

Demographics

Community Development Support

#### Community Development Support

Please determine if your project/program benefits low- and moderate-income populations (those earning 80% or less of the area median family income) in one of the following Community Development categories:

- Affordable Housing The project/program will support the creation or promotion of affordable housing (including rental and owner occupied), provide services or technical
  assistance such as credit counseling, homebuyer and home maintenance counseling, financial planning, or other financial services related to homeownership targeted to lowand moderate-income populations.
- Community Services The project/program will provide community services targeted to low- and moderate-income populations, including but not limited to educational services, health and essential services; job training, day care services, etc.
- Economic Development (Small Business/Small Farm) The project/program will promote economic development by providing financing, services or technical assistance
  that targets businesses or farms with annual revenues of \$1 million or less.
- Neighborhood Revitalization/Stabilization The project/program will support activities that stabilize or revitalize low- and moderate-income neighborhoods, designated disaster areas; or distressed, underserved middle-income areas.
- \* Community Development Category

Please select the Community Development category [see above] that best describes how your project/program benefits low-and moderate-income populations.

If your project/program does not support any of these categories, please select "Not Applicable."

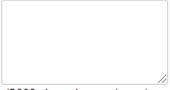
Affordable Housing
Community Services
Economic Development (Small Business/Small Farm)
Neighborhood Revitalization/Stabilization
Not Applicable

### **Community Development Support**

\* Community Development Description

Describe how your project/program benefits low-and moderate-income populations in the selected Community Development category.

Enter "N/A" if your project/program does not benefit low-and moderate-income populations as described above.



(2000 character maximum)

\* Low to Moderate Income Group Served?

Will the project/program funded by the grant proceeds primarily benefit low- and moderate-income populations (those earning 80% or less of the area median family income)? Please refer to the FFIEC's website (http://www.ffiec.gov/geocode/default.aspx) to determine the HUD Estimated MSA/MD/non-MSA/MD Median Family Income.



### **Community Development Support**

If yes, please provide the percentage of low- and moderate-income clients served:	Enter the percentage of LMI clients served. Do not include the percentage sign; please only include numerals
This information is:	Actual Estimated
LMI data is current as of:	MM/DD/YYYY
* Please provide the <u>name, title, phone and email ddress</u> of the individual supplying this information.	
	(255 character maximum)
	Save and Proceed

**Need Support?** 

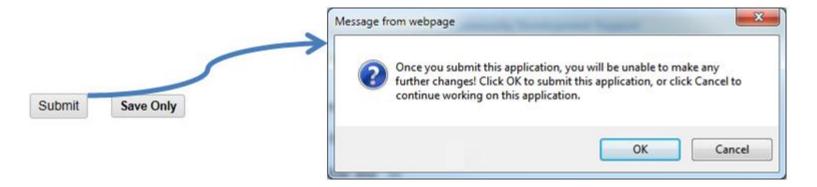
### **Review Application**

- At this time, you will have the opportunity to review your application. This is your opportunity to edit any of the information that has been entered before submitting the application.
- If edits are necessary, please click on that individual section. Once that change is made select save and proceed until you return to the "Review Your Application" page.



### **Submit Application**

 Submit your application by selecting the "Submit" button at the bottom of the page.



You will receive an email confirmation acknowledging our receipt of your application.

### **Tool Tips**

Need Support?

This link is available on each page and will connect you to the help desk when utilized.

Save and Proceed

This icon will save all information entered and advance you to the next section of the application.

\* indicates required field

Fields with an \* must be completed in order for you to submit your application.

Contact Information Organization Information Proposal Information Demographics Community Development Support

You may navigate among the different application sections without completing all fields. You do not have to complete the application at one time; you may re-enter the site as often as necessary to complete the application prior to submission. Once submitted, you may not make any additional changes to the application. Thank you for your submission.