



## **WGCF Grant Proposals**

The Willow Glen Community Foundation wants to support projects within Willow Glen that enrich and improve the Community.

Grant requests are accepted on an ongoing basis. Proposals should be e-mailed to the WGCF at [contact@wgcf.net](mailto:contact@wgcf.net). Please contact us with any questions.

If your organization or you are interested in obtaining a Foundation grant, please follow these steps:

1. In two pages or less, describe your project; What is it? Where will it occur? When will it begin and end? How will it benefit the Willow Glen Community? What is the requested amount and whether there are any other funding sources? Please add any photographs or diagrams to further explain your proposal. When the proposal is completed, please e-mail it to us with any attachments.
2. Once your proposal is received by WGCF, it will be reviewed and discussed. You may be asked to attend a Board meeting to answer any follow-up questions. The WGCF will respond within 30 days following that meeting.
3. If your proposal is selected to receive support, the funds must be used within a set time. Recipients are required to submit a report about the project within thirty days of its completion.