

## Green Wish - Document List for Grantees

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### **1. Cover page:**

Green Wish is a grassroots, non-profit charitable organization that is focused on helping local green organizations fund projects for their communities through small donations at local retailers (in \$1, \$3 and \$5 dollar denominations) and online in "pay what you can" denominations.

All organizations are vetted by the board and alternate, leaving room for other groups to participate. Our mission is to collect money for smaller local groups that are very deserving and in much need of support.

Please visit our website to learn more about our work: [www.greenwish.com](http://www.greenwish.com)

Before submitting an application for funding to Green Wish, please verify that you have read and completed the following documents:

- Grant Guidelines
- Application Form (including project narrative)
- Sample Memorandum of Understanding (you will be asked to sign this if you are selected to receive funding)

### **2. Grant Guidelines:**

Eligibility:

- Green Wish funds environmental nonprofit organizations, preferably focused on land, air, water, and/or sustainability education. Individuals wishing to propose a project must partner with an eligible organization.
- Green Wish specifically supports organizations whose work advances sustainability and preserving the environment for future generations of local citizens. Proposed projects must work directly to educate citizens, improve or preserve the quality of air, land, or water, or conduct critical research on sustainability. We are interested in partnering with local, place-based organizations which work to connect citizens with resources and tools they can use to support the three pillars of sustainability (environmental quality, economic vitality, and social equity).
- We fund work that is strategic, action-oriented, and results in measurable outcomes.

- Green Wish recognizes the importance of supporting existing programs as well as new initiatives, therefore, applicants can apply for funding existing programs or specific new initiatives.
- Green Wish does not fund political campaigns, religious organizations, endowment funds, or lobbying activities.

### **Resources:**

Green Wish funds organizations from the donations we collect from purchases at local retailers and supporting businesses. Therefore, ours is an ongoing, one year commitment whereby Green Wish will fundraise on your behalf for one calendar year.

The success of our fundraising for grantees depends upon the success of our retailer partners. As such, Green Wish does not guarantee that your organization will receive a set amount of funding, instead, we commit to support you for one year from the donations we collect.

If you are selected to be a Green Wish-sponsored organization, you will receive a portion of proceeds collected during the year of your sponsorship. These will be delivered in quarterly donation checks (April, July, October, January).

### **Timeline:**

Applications must be submitted no later than October 1st, 2013.

Decisions and notifications of sponsorship will be made by December 15, 2013.

If selected, you will receive your first sponsorship donation check April 2014 (to be delivered quarterly thereafter).

### **4. Memorandum of Understanding:**

(As a recipient of Green Wish funding, you will be required to adhere to and agree with this document as indicated by your signature).

“As a grantee of Green Wish, we agree to utilize Green Wish funds only for the project outlined in the grant application. If we would like to utilize Green Wish funds for another purpose, written consent must be provided by the Green Wish board of directors.

Green Wish is a partnership between supporters, retailers, and grantees. As a grantee, we will help promote Green Wish by:

1. Posting links to Green Wish on our organization's website, and promote Green Wish through newsletters, social media, emails to members, etc.
2. Introducing our board of directors to Green Wish directors,
3. Connecting Green Wish board directors with retail contacts and potential business supporters to help us expand Green Wish's fundraising capacity.
4. Having one or more of our organization's members volunteer with Green Wish, including by not limited to:

- a. Attending quarterly board meetings as our representative (organization members would not be part of the Green Wish board to avoid conflicts of interest)
- b. Helping a Green Wish committee (outreach, volunteerism, social networking, event planning, etc.)
- c. Participating in events or outreach initiatives of Green Wish by volunteering time (example: manning a Green Wish booth at local events, contacting retailers or businesses for support, etc.)

As a grantee of Green Wish, we agree to have our organization's project, website, and images shared on the Green Wish website and in various publications."

After your one year of funding, you will be asked to submit:

- A narrative of the activities and outcomes achieved with Green Wish funding for your organization.
- A budget detailing how Green Wish funds were spent by your organization.

### **3. Application Form:**

Please use this cover sheet as the first page of your application. No cover letters, please.

Organization:

FEIN/Tax ID:

Mailing Address:

Executive Director (or equivalent):

Email:

Phone:

Project Contact:

Annual Budget:

Proposed use of fund: (title of project - 40 characters)

### **Narrative describing the project:**

Please answer the following questions about your project. Please limit your total narrative to 3-4 pages.

1. What is the sustainability issue or challenge your project or organization aims to address?
2. How does this fit with the mission of Green Wish?
3. What population will be served by your work? Describe the demographics of your target audience including the number and types you expect to reach.

4. What additional resources are available for this work? (i.e. staff resources, additional funding, matching funds, etc.)
5. Why is this project needed, now?
6. How will you ensure that the projects funded by Green Wish result in long-term behavioral change that improves the environment?
7. What are the specific, measurable outcomes of this project? How will they be measured and reported?
8. What partners are involved in this project? What additional partnerships do you have planned to ensure success?
9. How will you continue this work once your Green Wish funding relationship has expired? What additional resources do you have planned for sustainability of this project?

Application checklist. Please email these documents with your completed application.

- Proof of nonprofit status.
- List of members of board of directors and their principal occupations.
- Copy of your organization's most recent financial statement or form 990.

Please email your completed application to: [greenwish@greenwish.com](mailto:greenwish@greenwish.com) by the application deadline.