

June 19, 2016

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, 2016**. 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](http://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, 2016**, 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, 2016. 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 [sdavisdieringer@gmail.com](mailto:sdavisdieringer@gmail.com).

Sincerely,

Stephanie Davis-Dieringer  
Director,  
2016- 2017 Civic Committee

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

**WITAN Project Summary Form 2016 - 2017**

**Information requested must be on this form with 12 copies (13 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: \_\_\_\_\_

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 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.

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 \_\_\_\_\_

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.

\*\*\*\*\*SEE ATTACHED CHECKLIST\*\*\*\*\*



WITAN Project Summary Form  
2016 - 2017  
Application Checklist

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

- \_\_\_\_\_ 1. 13 Copies Project Summary Form (12 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.