The Wellik Foundation is a supporting organization of the Arizona Community Foundation.

Our mission is to preserve the unique quality of life of the Wickenburg area.

The Wellik Foundation Grant Cycle

- Letter of Interest opens September 18, 2023
- Letter of Interest due by 4:00 pm on October 9, 2023
- Full applications open on October 23, 2023
- Applications are due by 4:00 pm on November 13, 2023

Introduction
The mission of The Wellik Foundation is to preserve the unique quality of life of the Wickenburg area. Established by Vi Wellik in 1998, The Wellik Foundation was created to serve Wickenburg in perpetuity and to be the catalyst to preserve and advance the quality of life in Wickenburg. Since its inception in 1998, The Wellik Foundation has granted more than $11 million to charitable organizations serving the Wickenburg area.

The Wellik Foundation encourages proposals that:
- Leverage matching funds
- Engage strategic, mission-driven collaborations/partnerships
- Build the capacity of the organization
- Support direct service projects

The Wellik Foundation will accept proposals that benefit and support the quality of life in Wickenburg through the following focus areas:
- Maintain and promote the western lifestyle in the Wickenburg community
- Education
- Social Services
- Healthcare
- Economic Development
- The Arts

Funding Request Range
The Wellik Foundation will accept only one proposal from a qualified organization during each funding cycle. The total granting pool depends on funding availability at the time.

Eligibility Requirements
- Arizona 501(c)(3) public charity, government agency, and tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian
The Wellik Foundation is a supporting organization of the Arizona Community Foundation programs.

- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin, and provide evidence of the policy.

- The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.

- Organizations are required to have a completed and visible profile on ACF’s website: [www.azfoundation.org](http://www.azfoundation.org).

- Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization. **A copy of the agreement between the fiscal sponsor and sponsored organization is required.** Applications that are missing the required documentation will be considered incomplete and will not be forwarded for review by the grant committee.

- Organizations must be in good standing with the IRS at the time of review or else the submitted application(s) will be immediately declined.

- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.

- Applicant organization must be fully authorized by its board and other applicable partners/collaborators to submit this application.

**Online Submission**
The Wellik Foundation will accept grant applications through the Arizona Community Foundation’s online grant portal.

**Grant Timelines**
- The Wellik Foundation will open the Letter of Interest (LOI) on **September 18, 2023**. If your organization is selected to complete a full application, you will be notified with directions to move forward. Organizations with LOI’s that are not approved will also be notified.

**Timeline for Grant Making**
- Letter of Interest opens: **September 18, 2023**
- Letter of Interest due by **4:00 pm: October 9, 2023**
- Board review of Letters of Interest: **October 17, 2023**
- Full applications open: **October 23, 2023**
- Applications are due by **4:00 pm: November 13, 2023**
- Board will make final recommendations: **November 21, 2023**
- Grant awards and decline letters out in **November 2023**
- If funded, Final Report Due in **November 2024**
How to Apply Online

Creating a profile:
Please click on "Create New Account" to complete the registration process and create your logon credentials. Once you are registered, you may begin the application process by starting a new application. You may also edit organizational information once you have logged in and attached your organization to your profile.

For assistance with technical questions regarding the online registration and application, please contact our Competitive Grants Management Team at grants@azfoundation.org or 602-381-1400.

Tips for Submitting
All users will be required to update and complete their organizational profile before being able to submit any grant application.

- Do not wait until the deadline date to set up your organization’s profile and apply.
- During the last week of any grant cycle’s duration, due to the volume of inquiries, you will likely have limited access to ACF technical support so working in advance is strongly advised.
- It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
- Narrative responses are limited to the character count. You do not have to use all the words. Only provide information that is pertinent.
- Be sure to review applications for spelling and grammar errors.
- Be sure to check for an email notification indicating that your application has been submitted.

How to Get Help
Please contact ACF staff to discuss any part of the grant application process. Due to the high volume of calls and inquiries as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions!

Review and Evaluation Process
All proposals will be reviewed through a competitive evaluation process. The reviewers will be reading the applicants' online profiles on the ACF website to obtain information on the organization. Please be sure to update your organization's profile before submitting your proposal.

- Proposals are reviewed and evaluated by board members who assess proposal strengths and weaknesses according to evaluation criteria.
- Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, alignment with the funding criteria, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and whether the project/organization enhances collaboration with other community organizations and/or agencies.
## Grant Review Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Measure</th>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose of Grant</strong></td>
<td>Defined need is a priority or urgent issue in the community.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Application activities clearly address the articulated need.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Application targets underserved populations; the estimated size and range of population directly served by application is meaningful and appropriate.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Application Design</strong></td>
<td>Application is in line with the applicant’s mission statement and has a distinct focus, format and objective.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Activities, timetable, and goals are clear and well thought out.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Appropriate resources are allocated to accomplish the goals - including collaborative partnerships with other organizations that improve impact or leverage resources.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Results/ Evaluation</strong></td>
<td>Evidence is provided that indicate the program will achieve the desired results.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Results are significant and can be demonstrated.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Community Support</strong></td>
<td>Diversity of funding indicates that application is sustainable.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Financial Indicators</strong></td>
<td>The budget is easy to understand and logical.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>

### Pre-Qualifying Questions

- Programs must serve the Wickenburg area (10 mile radius from Wickenburg). Does your program serve the Wickenburg area?
- The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application.
- Does your organization (and fiscal sponsor, if applicable) have a complete and visible profile on ACF’s website: www.azfoundation.org?
- ACF requires all applicants for grants to comply with its non-discrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.
Is your organization (or fiscal sponsor) a 501(c)(3) organization, school, municipality or tribal entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs.

I have downloaded the latest guidelines and questions document, available by clicking on the Preview button above.

I understand my organization must be in good standing with the IRS at the time of review or else my application(s) will be immediately declined.

**Letter of Interest**

**Project Overview**

- Project Name
- Amount Requested
- Total Project Amount
- **Project Begin and End Dates**: (If this is a one-time project, provide project begin and end dates)

**Additional Information**

- **Project Summary**: Please tell us about your project in your own words. (Character Limit – 600)
- **Desired Outcome of Project Success**: Please tell us in your own words what this project intends to accomplish. (Character Limit – 600)

**Documentation**

- Please upload and attach your LOI Project Budget/Use of Funds Statement to your application, as well as your organization’s most recent P&L statement.
- If your organization maintains an endowment fund, please upload and attach your endowment financial statement to your application.

**Grant Application Questions**

**Project Overview**

1. Project Name

2. Amount Requested

3. Total Project Amount

**Project Details**

4. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal. (Character Limit- 400)

5. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they
will be impacted. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized. (Character Limit - 400)

**Narrative**

6. List the number of full-time employees at your organization.

7. List the number of part-time employees at your organization.

8. What is the number of individuals served in the past fiscal year?

9. Describe in two or three sentences what you will do with the funds. (Character Limit – 100)

10. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Character Limit – 600)

11. Please describe the specific purpose of the project. Explain the problem that is being addressed, describe the work that will be done to address the issue (how, where, and when the work will be carried out), and establish who will benefit from the work. (Character Limit – 400)

12. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Character Limit – 400)

13. How has demand for your services changed? (Character Limit – 400)

14. Please select and describe the evaluation process(es) or method(s) you will use to measure your progress to determine the degree to which you met the intended outputs. (Character Limit – 400)
   - Annual Polling
   - Focus Groups
   - Pre and Post Interviews
   - Pre and Post Surveys
   - Other

15. How will you use the results of your assessment? (Character Limit – 400)

16. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize the components and corresponding costs. (Character Limit- 400)
17. Select the demographic populations, such as the age group, race, gender, and socio-economic status of the target population you intend to serve (Select all that apply). Enter any demographics comments below. (Character Limit – 200)

- **Ages:**
  - 0 – 5
  - 6 – 17
  - 18 – 25
  - 26 – 65
  - 65+
  - N/A

- **Race/ Ethnicity:**
  - African American or Black
  - Asian/Pacific Islander
  - Hispanic or Latino
  - Native American/Indigenous
  - White
  - Other
  - N/A

- **Gender:**
  - Female
  - Male
  - Both
  - N/A

- **Socio-Economic:**
  - Working Poor
  - Unemployed
  - Below Poverty Level
  - Homeless
  - N/A

- **Disabilities:**
  - Diseases/Illnesses
  - Hearing Disability
  - Visual Disability
  - Ambulatory Disability
  - Self-Care Disability
  - Other Physical Disability
  - Mental Disability
  - Learning Disabilities
  - Developmental Disabilities
  - N/A

- **Populations:**
  - Animals
  - Children & Youth
  - Crime or Abuse Victims
  - Environment
  - Faith Based
  - Immigrants & Refugees
  - LBGTQ
  - Offenders & Ex-Offenders
  - Older Adults
  - Single Parents
  - Substance Abusers
  - Veterans & Military
  - N/A
  - Other

**Documentation**

18. In the upload area below, please upload your organization’s most recent year of Profit and Loss Statement. You may add one additional document pertaining to the project. This document may include (but is not limited to): brochures, photos, news articles, letters of support, etc. If you are applying under a fiscal sponsor please upload a copy of the agreement between your organization and the fiscal sponsor.

**Budget**

19. The project budget you include should show financial data for the proposed project during the grant
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period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful project completion.

**Important Definitions**

**Capacity Building Grant** - Grants intended to strengthen the management capacity of nonprofits in ways that will enhance institutional and programmatic development and enable the NPO to further its mission.

**Capital Campaign** - A capital campaign is an organized drive to collect and accumulate substantial funds to finance major needs of an organization, such as a building or major repair project, or to build endowment. Endowment is considered a capital asset.

**Challenge Grant** - A grant that is made on the condition that other monies must be secured, either on a matching basis or via some other formula, usually within a specified period of time, with the objective of stimulating giving from additional sources.

**Community Foundation** - A community foundation is a tax-exempt, nonprofit, autonomous, publicly supported, philanthropic institution composed primarily of permanent funds established by many separate donors for the long-term diverse, charitable benefit of the residents of a defined geographic area. Typically, a community foundation serves an area no larger than a state. Community foundations provide an array of services to donors who wish to establish endowed funds without incurring the administrative and legal costs of starting independent foundations.

**Fiscal Agent** - a nonprofit 501(c)(3) organization that agrees to accept and be responsible for grant monies on behalf of the nonprofit grantee.

**Form 990/Form 990-PF** - The IRS forms filed annually by public charities and private foundations respectively. This information can be accessed at [www.guidestar.com](http://www.guidestar.com).

**Funding Cycle** - A chronological pattern of proposal review, decision making, and applicant notification.

**Grant** - An award of funds to undertake charitable activities.

**Grant Application** - The medium in which to submit a grant request. Applications are posted and accessed via the Arizona Community Foundation website. The site outlines the grant eligibility requirements, focus area and application questions.

**Grant Proposal** - The document that makes up a grant request. The proposal is the final product of answering all application questions. It is the document that is submitted through the online application and is used in grants review. Once saved, it can be accessed through the organizational profile.

**Grantee** - The individual or organization who/that receives a grant. Grantees for Community Foundations funding may be 501(C)(3) organizations, public schools, municipalities, and American Indian Tribes.
**Nonprofit Organization** - a legally constituted organization that is classified by the IRS as a 501(c)(3), nonprofit institution, whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit.

**Operating Support** - A contribution given to cover an organization's day-to-day, ongoing expenses, such as salaries, utilities, office supplies, etc.

**Philanthropy** - Philanthropy is defined in different ways. The origin of the word philanthropy is Greek and means "love for mankind." Today, philanthropy includes the concept of voluntary giving by an individual or group to promote the common good. Philanthropy also commonly refers to grants of money given by foundations to nonprofit organizations. Philanthropy addresses the contribution of an individual or group to other organizations that in turn work for the cause of alleviating poverty or social problems, thereby improving the quality of life for all citizens. Philanthropic giving supports a variety of activities including research, health, education, arts, and culture, as well as alleviating poverty.

**Post-grant Evaluation** - A review of the results of a grant, with the emphasis upon whether or not the grant achieved its desired objective.

**Seed Money** - A grant or contribution used to start a new project or organization.

**Site Visit** - Visiting a grantee organization at its office location or area of operation, or meeting with its staff, directors, or recipients of its services.
Grantee Final Report
All information in **Bold** will be pulled from the Grant Application. All information in *gray italic* is additional information that will need to be filled out while completing the final report.

**Organization:**
**Project Name:**
**Requested Amount:**
**Person Submitting Report:**
**Contact Phone & Email:**
**Grant Amount:**
**Project Summary:**

Below are the project details provided by the grantee applicant when the grant was submitted last year. Please review and answer the associated questions regarding actual results.

**Project Narrative**
1. Describe in two or three sentences what you will do with the funds

2. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Word Limit – 300)

   *Did you accomplish this?*
   *Additional Comments.*

3. Please select the ACF Philanthropic Agenda area that best describes this application’s primary focus: -
   - a. Quality Education
   - b. Health Innovations
   - c. Community Improvement & Development (i.e., Affordable Housing, Working Poor, & Basic Needs)
   - d. Arts & Culture
   - e. Environment & Sustainability (i.e., Preservation, Natural Resources, & Animal Welfare)

   *Did you accomplish this?*
   *Additional Comments.*

4. Select the demographic populations, such as the age group, race, gender, and socio-economic status of the target population you intend to serve (Select all that apply).

   *Did you accomplish this?*
   *Additional Comments.*

5. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.

   *Did you accomplish this?*
   *Additional Comments.*

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6. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.

   Did you accomplish this?
   Additional Comments.

7. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized.

   Did you accomplish this?
   Additional Comments.

8. Please also describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.

   Did you accomplish this?
   Additional Comments.

Project Budget

9. The project budget on the following page should show financial data for the proposed project during the grant period, not the organization’s overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful project completion.

   Did you work within the budget?
   Additional Comments.

   How were the funds from this grant actually used—demonstrate by providing an itemized budget? What percentage above or below budget the project was actualized? Please provide the itemized project budget (from the proposal) with the corresponding actual expenditure in the space provided. If there are any significant variances from the original application budget, please explain.

10. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others?

   Did you accomplish this?
   Additional Comments.

11. List any unintended results that the program caused. These could include things like unexpected collaboration opportunities, serving a larger target population than expected, or missing an opportunity to work with a funder you weren’t aware of.
12. List any challenges encountered during the grant period that diminished your organization’s ability to achieve the intended outcomes.

13. What is your future funding strategy to continue the program and/or the organizational work the funding supported?

14. Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. Share how a life or community was changed by the program or project. We want to share the good news of your great work!

15. Do you have any other comments or important information to share?