



Project Beginning Date \_\_\_\_\_

Project Ending Date \_\_\_\_\_

Total Project Budget \_\_\_\_\_

Amount Requested \_\_\_\_\_

**Use of Dollars (check one):**

\_\_\_\_\_ Match for another grant(s)      \_\_\_\_\_ Match funds from other sources

\_\_\_\_\_ Planning      \_\_\_\_\_ Staff and volunteer training and enhanced public awareness

\_\_\_\_\_ Other \_\_\_\_\_

**Attach to cover page the following narrative information:**

1. Description of Project - Include purpose and objectives.
2. The specific purpose of the funds requested.
3. The need for the project in the community. Include its significance and an estimate of the number of Wadena area residents who will benefit.
4. Board/Committee or Staff Qualifications: Include all staff assigned to the project and describe their qualifications in relation to the project's purpose, their probable availability for the duration of the project and whether or not they can be replaced in the event they resign or are otherwise not available.
5. A statement advising how the grant, if made, can be evaluated with regard to the funds going to the agreed-upon purpose and the effectiveness of the project.
6. A detailed budget showing how the money will be spent including a summary of the project's projected revenue sources and, if applicable, plans for continued funding of the project.
7. Provide a statement as to why the Jack and Alvida Browne Family Foundation's support is requested, a description of what other efforts have been made to obtain required funds and a list of approved, pending and denied requests. Include the amount received to date from other sources.

**In addition to the above narrative, the following must be attached:**

1. Copy of the organization's IRS tax-exempt letter.
2. Complete list of governing board members of organization and their principal occupations.
3. Evidence that this application has the approval of the Board of Directors (a copy of the minutes of the Board of Directors meeting).
4. Latest annual operating budget reflecting expenditures and receipts and a statement of assets.

**Mail to:**

C.J. (Kip) Browne or Jeff Browne  
Wadena State Bank  
PO Box 191  
Wadena, MN 56482