

***Wooden Canoe Heritage Association, Inc.***

***Funding Request Submission to the Educational and Grant Committee***

Dear \_\_\_\_\_

The attached information is intended to provide information and guidelines for any WCHA member who would like to apply for funding for a specific project or provide support to a third party institution either of which fits the WCHA mission statement – “To preserve, study, build, restore and use wooden canoes, and to disseminate information about canoeing heritage in North America”.

Educational and Grant Committee Awards approved by the committee are limited to \$500 per person or project per year, and obligation is for no more than one year. A request of over \$500 may be submitted, but such requests need to be approved by the committee, and will be passed on to the WCHA Board of Directors for final approval. Each project submission should have a request for funds to be provided at initiation of the project, and funds provided upon completion. The Educational and Grant Committee will determine the allocation of funds timing based on the review of each application.

Upon completion of the project, a report on the project results will be submitted to the committee, and this report will be presented to the WCHA membership.

Applications may be submitted electronically or by regular mail at the address below. The members of the Educational and Grant Committee will review the application for approval. Notification of acceptance or rejection will be made in a timely manner, not to exceed 90 days from the date the application is received.

If you have any questions or wish clarification, please contact the WCHA, or the person to whom you sent the application.

Thank you very much for your interest in making a contribution to the heritage of wooden canoes.

Wooden Canoe Heritage Association  
Attn: Grants and Special Projects  
PO Box 117  
Tamworth, NH 03886  
603-323-8992  
email – [wcha@wcha.org](mailto:wcha@wcha.org)

*Funding Request Submission to the Educational and Grant Committee*

*Cover Page*

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Project projected Start date: \_\_\_\_\_

Project projected end date: \_\_\_\_\_

Signature(s): \_\_\_\_\_

\_\_\_\_\_

Printed/typed name(s): \_\_\_\_\_

\_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

## ***Funding Request to the Educational and Grant Committee***

Please summarize your intended project on a separate sheet in narrative form using the guidelines below, and complete the budget page.

I. Summary - a narrative explaining who, what, when, where, why.

Who? - names (and organizations) of individual or individuals involved, brief Background and qualifications of those involved, who is responsible for meeting the outcomes or goals of the project.

What? - Briefly describe the project and the anticipated outcome. Is this project solely funded by WCHA or part of a larger project with other funding sources? Is the project a new project or a continuing one.

When? Timetable for initiating and completing the project.

Where? Where will the activity take place.

Why? What are the specific aspects of the project which justify the funding. What Are the unique features of the project. Is there a unique historical aspect.

II. Budget Sheet

A. What are the total costs of the project.

B. What is the breakdown of the costs, and timing of the expenditures.

C. Portion of funding needed at beginning vs. completion of project.

III. Final Report

At the end of the project, provide a narrative of how the what, when, where activities of the project were completed.

Page 2

# ***Funding Request to the Educational and Grant Committee***

## ***Budget Sheet***

Please indicate the expenditures you anticipate will be required to complete the project. The breakdown of expenditures is intended for the committee to understand the components of the grant submission. While we understand that final costs may not follow an exact breakdown of the estimate by individual item, it is important to provide a basic cost estimate of the project so the total amount requested can be reviewed. Each expense category may not be applicable; the sheet is intended to provide WCHA with some detail of the project for the committee and Board of Directors to make a sound decision on the merits of the funding project.

### **Administrative Costs:**

Telephone: \_\_\_\_\_  
Postage: \_\_\_\_\_  
Printing/copying : \_\_\_\_\_  
Miscellaneous (identify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Educational Costs**

Books, Resources: \_\_\_\_\_  
Other: (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Operation Costs**

Tools & Equipment: \_\_\_\_\_  
Other Materials (identify) \_\_\_\_\_  
\_\_\_\_\_

### **Other Expenses: (Specify)**

\_\_\_\_\_  
\_\_\_\_\_

**Total Projected Expenses for Project:** \_\_\_\_\_

**Initial WCHA Support Funds Requested** \_\_\_\_\_

**Final Project completion WCHA funds Requested** \_\_\_\_\_