



Grant Application Guidelines
William and Mary GALA Foundation, Inc.

Address your Application and all correspondence to:
GALA Foundation Board of Directors
c/o Wayne Curtis, President
3505 N. Calvert Street
Baltimore, MD 21218

Your Application should include the following:

1. Name of Organization
2. Name and contact information of Organization leader
3. Name and contact information of the individual(s) who will oversee the Grant Award
(if different/additional to above)
4. Project Title
5. Project Description
 - Briefly describe your project. Be sure to include:**
 - a. Project Objective(s) — What do you hope to accomplish?
 - b. Plan of Work — What will need to be done and who will do it?
 - c. Timeline — When will actions be accomplished?
6. Project Budget
 - Outline your overall budget. Be sure to include:**
 - a. Amount of Award Being Requested (over \$500, see additional information** below)
 - b. Amount of Matching or Other Funding

***A successful applicant will be expected to provide GALA with a brief letter of closure after the completion of the project, include receipts for expenses, report on your activities that were being funded and describe your conclusions.

***Larger projects should have a sponsoring member of the GALA Board of Directors – an individual with whom the applicant can be in regular contact in order to facilitate questions and provide guidance. Please contact the President via email (waynecurt@aol.com) to initiate the process of finding a sponsoring member of the Board.