

WELLSPRING FOUNDATION

OF SOUTHWEST VIRGINIA

HOPE Grantee Readiness Checklist

- Organization W-9 (signed)
- Internal Revenue Service Designation Letter (not the sales tax exemption form)
- Project Budget & Timeline
 - Please include the total budget for the entire project, even if you are only requesting a portion of funding from the Wellspring Foundation.
 - Please highlight or note in your budget which portions of the full budget you are requesting be allocated to the Wellspring Foundation funds.
 - Please provide a detailed timeline for project completion.
 - This can be included as a page on the project budget.