

WELLSPRING FOUNDATION

OF SOUTHWEST VIRGINIA

IMPACT Grantee Readiness Checklist

- ☐ Schedule a pre-application meeting with Wellspring Foundation staff PRIOR to submitting your application. (IMPACT Grant applicants only). Call 276-451-2400 or email Courtney.Stringer@wellspringva.org.
 - Meetings must be completed by January 30, 2026.
- ☐ Internal Revenue Service Form 990 (IMPACT Grant applicants only)
 - If you are a Governmental Agency and not required to complete IRS Form 990, please provide a letter stating such on your organization's letterhead and signed by the chief financial representative or senior administrator.
- ☐ Audited Financial Statements (IMPACT Grant applicants only)
- ☐ 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 as well as an estimate of when all requested Wellspring Foundation funds will be spent.
 - This can be included as a page on the project budget.