

## INSTRUCTIONS FOR COMPLETING THE WE CARE GRANT APPLICATION

The WE CARE Fund is dedicated to assisting the vulnerable and underserved populations of Nassau County.

Before the WE CARE Advisory Board reviews applications for grants, applicants must complete the following requirements:

1. Grant applications are considered by the WE CARE Advisory Board twice each year; in May and October.
2. Grant applications for the May cycle must be submitted no later than April 10<sup>th</sup>; application for the October cycle must be submitted by September 10<sup>th</sup>. If either date falls on a weekend day, the closest business day will be the final day. Late applications can not be considered in that grant cycle.
3. Applications must include the most recent audited or other financial statement and an IRS Form 990 for the immediately preceding year, as well as a list of board members and executive staff with their compensation, if any. Applications submitted without these financial documents will be rejected and not considered in that grant cycle.
4. Applications must include a comprehensive statement describing the manner in which any prior WE CARE grant has been utilized by the recipient organization.
5. Recipients will be required to complete a form within 120 days of receipt of the grant, stating how the funds were used and, if not completely expended, a plan for the future expenditure of such grant funds.
6. Recipients will also be asked to provide the WE CARE Advisory Board with newsletters or other published documents or photos which acknowledge that a grant was received for the Nassau County Bar Association's WE CARE Fund.
7. The application should be downloaded from the Bar Association's website, [www.nassaubar.org](http://www.nassaubar.org) using the WE CARE Fund link. The completed application must be filed online at the WE CARE site by following the directions provided there. Financial documents should be scanned and submitted online as well. If necessary, financial documents may be mailed to the WE CARE Fund at 15<sup>th</sup> & West Streets, Mineola, NY 11501. *All paperwork sent to this address must include FIVE (5) copies of each page sent.*