



## ***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 spring and autumn.
2. Completed grant applications for the spring date must be submitted by April 10th and for the autumn date by October 10 . If either date falls on a weekend day, the closing date will be the next business day. *Late applications will not be considered.*
1. Applications must include your most recent financial statement (audited if available) 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.
2. Applications must include a comprehensive statement describing the manner in which any prior WE CARE grant has been utilized by the recipient organization.
3. 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.
4. 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.
5. The application may be found on the Bar Association's website, [www.nassaubar.org](http://www.nassaubar.org) using the WE CARE Fund link. You may complete the application online and then print it, or print it and then manually fill it out. *You may add additional pages to answer any question on the form.*
6. **The completed application and all financial documents must be mailed to the WE CARE Fund at 15th & West Streets, Mineola, NY 11501.**

***All applications must include the following: TEN (10) copies of the completed application form and FIVE (5) copies of each financial page.***

- A) WE CARE may request that an applicant provide additional supporting materials to assist the review committee in making a decision
- B) Grant awards are not always made for the full amount requested
- C) Notification of Awards: Notification will be sent by mail to all applicants, regardless of whether their grant requests are approved or denied, in full or in part- as soon as practicable, after the decision by the Board or Committee, usually by June and December of the calendar year.
- D) Delivery of Grant Checks: Grantees whose requests have been approved, whether in whole or in part, will be required to physically pickup their grant checks at the Nassau County Bar Association at a mutually agreed upon date and time.