



***Guidelines for a Grant Application  
and  
Grant Application***

***2020***

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## SECTION I –OVERVIEW

### About the Women's Fund of Rhode Island

The Women's Fund of Rhode Island (WFRI) is part of a global movement of over 100 women's funds working to level the playing field for women and girls.

***"Our mission is to invest in women and girls in our community through research, advocacy grant making and strategic partnerships designed to advance gender equity through systemic change."***

- **Research** – In 2019, the WFRI published *Women of Color: A Snapshot*. The research and findings of this report provide some data for the current round of WFRI grantmaking. In 2020, we published *An Uneven Path: How State Budget Investments Impact Women in Rhode Island*. Both reports may be useful in understanding the issues that WFRI is interested in addressing through grant funding.
- **Advocacy** – WFRI advocates for policies that improve the status of women and girls in Rhode Island. Current policy priorities include access to reproductive health and freedom (particularly with regards to abortion); fair pay and minimum wage increases; and freedom from sexual harassment. To the extent that proposals address these priorities and/or teach women and girls to advocate for system change, these proposals should receive particular attention.
- **Strategic Partnerships** – The WFRI works with other organizations to advance the status of women and girls in RI. They include RI NOW, Planned Parenthood, Rhode Island Working Families, The American Civil Liberties Union (ACLU), the Economic Progress Institute, and past WFRI grant recipients.

The WFRI invests in women and girls through donations and bequests to the WFRI. Through grantmaking, research, advocacy, and strategic partnerships, the WFRI is committed to systemic change to eliminate gender inequity. The WFRI is working toward a community, nation and world that are free of gender bias and where social justice exists for all.

The differences in our world, within nature, humanity, community, organizations, create a richness that adds value to each life. As humans, we are uniquely bound, regardless of gender, race, ethnicity, faith, sexual orientation, socioeconomics, or disability. The WFRI celebrates this diversity and helps build bridges and bonds. We believe that diversity in community and within organizations allows for greater adaptability and renewal in our continuously changing world.

WFRI does all its work through a "gender lens". Using a gender lens means examining issues and designing programs with a focus on the real-life conditions of women and girls and

acknowledging that gender is a powerful predictor of experience and opportunity. (You can read more about using a gender lens in the Appendix to these Guidelines.) The WFRI funds only those projects and organizations that reflect a gender lens. Funding must focus on the unique needs of women and girls, provide gender-specific solutions to problems facing women and girls, and allow these unique needs to set the pace and determine the content and delivery of projects.

To learn more about the WFRI and access WFRI research, please visit our website at [www.wfri.org](http://www.wfri.org).

## **The Status of Women and Girls in Rhode Island**

Gender equity is everybody's issue. Research shows that gender equity makes men, women, and their children happier, healthier, and more productive. When education and occupations are more gender equal, employers attract better employees, reduce costs associated with staff turnover, and increase their corporate social responsibility. Fortune 500 companies with the most female managers boast returns 35% higher than their male-dominated counterparts. For the economy as a whole, increasing female labor force participation could increase American GDP by 5%.

Economic insecurity is at the root of many of the problems women and girls face in Rhode Island. In 2018, 12.4% of R.I.'s working-age women lived below the poverty line; RI ranked 20 out of 50 states. Among developed countries, the U.S. ranks low on most measures of women's economic security, health, and well-being. Being unable to access health care or affordable, quality child care, buy nutritious food, or obtain adequate housing can place women and their children in serious jeopardy. Increased investment in women is proven to improve family outcomes, which in turn reduces poverty significantly, helps strengthen community, and promotes economic growth.

Although women make up nearly half the labor force in Rhode Island and nationwide, the gender wage gap continues to be a genuine and persistent problem that shortchanges women and their families. In 2019, the typical woman who worked full-time earned only 82% of what the average man made. That number drops significantly for the earnings for women of color, who earn only 62% of what a white man makes. Research has shown that while 60% of the wage gap is structural due to occupational segregation (women working in "women's jobs" such as teaching, office and clerical and retail sales), 40% is unexplained.

## **SECTION II – SOCIAL CHANGE GRANTMAKING**

### **About WFRI Grantmaking**

The WFRI uses social change grantmaking to advance equity and social justice, focus on long-term solutions and to address the unique needs of women and girls. The WFRI does all its grantmaking through a gender lens.

The WFRI funds projects that focus on the unique needs of women and girls, provide gender-specific solutions to problems facing women and girls, and allow these unique needs to set the pace and determine the content and delivery of projects.

In 2020, the WFRI plans to award \$60,000 in grants with proceeds from the WFRI's endowment at the Rhode Island Foundation. Grants will range from \$2,500 to \$10,000. The WFRI will provide grants for specific projects, advocacy and program start-up.

Funding is made on a year-to-year basis, with an option to renew the grant for a second year without additional application. Second year funding is contingent on funds available in the WFRI budget and provided that the organization meets reporting and outcome requirements in year one; funding must be used for the same or similar purposes in year one. Previous funding does not guarantee continued funding, either for an organization or a project.

To make resources available to more organizations, organizations that are funded by WFRI for four consecutive years are required to abstain from applying for one year, after which an organization may apply again.

### **Special Areas of Concern for the WFRI**

In its grantmaking, the WFRI seeks to address issues facing women and girls in RI as documented in our latest research reports (going back up to three years). They include:

- Employment and Economic Autonomy – Unemployment and underemployment; access to quality/affordable family care; flexible work scheduling; earned sick time and paid family leave; wage parity; fair and living wages; job opportunity; women-owned enterprise; equitable treatment of women and diversity at all levels within a company
- Education - employment readiness; K-16 education and low high school graduation rates for girls of color; STEM career tracks; adult literacy
- Leadership: Political and community participation; professional development; career-pathing
- Health and Well Being: Poverty; sexual assault and domestic violence: teen pregnancy, self-esteem, health education and disease prevention
- Human Rights: public policy, government systems, and self-determination that assures the well-being of all women and girls including immigrants

In addition, we are interested in proposals that address our policy priorities, which include:

- Fair/Equal pay
- Access to reproductive health and freedom
- Freedom from sexual harassment

Note: WFRI Research reports are available in PDF at [www.wfri.org/research](http://www.wfri.org/research). You can also order a print copy of the report on the website or by calling the WFRI at 401-262-5657.

## SECTION III – GRANTMAKING PROCESS

### Overview

The WFRI's grantmaking process consists of five steps as follows:

1. Request for grant proposals – Organizations are invited to submit grant proposals according to the directions, guidelines and guiding principles contained in this manual.
2. Grant proposal review and selection of finalists – The WFRI has established a Grant Review Team consisting of members of the WFRI Board of Directors and community volunteers. Their review will involve examination and evaluation of each proposal, as well as on-site visits to certain organizations.
3. Grant recommendations and award selection – The Grant Review Team will make grant recommendations to the WFRI Board of Directors. The Board will make the final decision on the approval or denial of all grant requests.
4. Announcement and award of grants
5. Grantee reports – Grantees are required to submit a six-month status report, an outcome report at the end of the grant cycle and a final outcome report one year after the end of the grant cycle.

### Grant Process Schedule

Date	Action
1/17/20	Grant Manual & application Completed
1/17/20	Announce Grant Cycle
Jan. 29 & Feb. 19	Host webinars on funding opportunity & how to apply
1/17-3/20	Accept Proposals
3/30-7/15	Grant Review Period, including Review Team Meetings and site visits as needed
By 9/1/20	Decisions about proposals & make recommendations to Board
9/8/20	Presentation to the Board about recommendations
9/9-10/5	Follow up as necessary on board questions/concerns
10/13/20	Board Votes on Grant Awards
10/14/20	Organizations notified about grant decisions
10/31/20	Grant checks remitted to organization
4/1/21	6 month grant report due
10/31/21	Outcomes report due
10/31/22	Final Outcomes report due

## **Eligibility**

### ***Support of Systemic Change***

The WFRI grantmaking supports systemic change. Proposals must demonstrate one or more of the following:

- A capacity to address root causes of problems, challenges and issues
- Impact on societal attitudes or behaviors
- Positive long-term change for women and girls
- Expanded choice for women and girls
- Empowerment of women and girls to challenge the status quo
- Changes in policies and systems to provide full participation by women and girls

### ***Funding Eligibility***

The following types of organizations are eligible to submit grant proposals:

- Non-profit organizations and groups that demonstrate tax-exempt status under the Internal Revenue Service (IRS) Code 501 (c) 3
- Groups or organizations that submit an application through a fiscal sponsor, e.g. a tax-exempt organization under IRS Code 501 (c) that agrees to accept funds on its behalf (Note: Acting as a fiscal sponsor does not constitute receipt of a grant for the fiscal sponsor)
- Schools receiving funding from the government
- Past WFRI grantees that have submitted final reports from any past grant(s)

### ***Funding Restrictions***

The following organizations, ventures, projects are ineligible for grant consideration:

- Organizations that do not have IRS Code 501(c)3 status or a compliant fiscal sponsor
- Federal, state, county, and city government agencies
- Religious organizations for religious purposes (Although religious organizations are eligible to apply, WFRI-funded projects must be secular)
- For-profit business ventures
- Endowment or capital campaigns
- Individuals
- Scholarships
- Fund-raising events or conferences
- Debt reduction
- Medical research
- Campaigns to elect candidates to public office
- Projects that discriminate on the basis of ethnicity, race, color, creed, religion, national origin, age, disability, marital status, sexual orientation, or veteran status



## **Grant Amounts/Renewals**

The WFRI has \$60,000 available to grant in this cycle (2020). The WFRI plans to award multiple grants in varying amounts, the minimum of which will be \$2,500. The WFRI will provide funds for project-specific support, planning or start-up support and advocacy activities.

Funding is made on a year-to-year basis, and a second year of funding will be considered without a new application needed, provided funding will be used for the same/similar purposes and that the organization has met reporting and outcome guidelines. A new proposal must be submitted each time a grant is requested. Previous funding does not guarantee continued funding, either for an organization or a project.

In an effort to make resources available to other organizations applying for grants, organizations that have been funded by WFRI for four consecutive funding years are required to abstain from applying for one year, after which an organization will be able to apply again.

## **Accessibility**

It is expected that each organization seeking funding from the WFRI will be compliant with the Americans with Disability Act (ADA), unless exempt by law.

## **Diversity**

Diversity is crucial to the mission of the WFRI. It is defined as the differences that significantly affect the way people experience themselves and are treated by others. WFRI will examine the reflection and commitment to diversity in both the organizational structure of those seeking funds and in the projects under grant consideration.

## Grant Application

In order to be considered for a grant, all potential grantees must submit a complete grant proposal package by COB on the due date. The package must consist of the following:

1. Proposal Summary Form (**Attachment A**)
2. Proposal Narrative (**Attachment B**)
3. Project Budget Form in .xls format
4. Organization's Financial Statement (**provided by organization** - balance sheet and statement of income and expense for most recently completed fiscal year)
5. Organization's IRS 501(c)3 Letter of Determination (**provided by organization**)
6. Grant Proposal CEO/Fiscal Sponsor Signature Page (**Attachment C**)

Please use the **Proposal Package Checklist (Attachment D)** to ensure that all of these documents are included. If any of these documents is missing, your proposal will not be eligible for a grant.

## Directions

### 1. Proposal Summary Form

Complete the one-page Proposal Summary Form (**Attachment A**).

### 2. Proposal Narrative Cover Sheet and Proposal Narrative

Complete the Proposal Narrative Cover Sheet (**Attachment B**) and attach the proposal narrative. The narrative should be limited to five (5) typed pages, with one-inch margins, in 11-point type and printed on white paper. All applications should be submitted in English.

The proposal narrative **must** include the following:

#### A. Introduction and context

- What is the purpose of this proposed project? What need are you addressing? How did you determine the need for this project? Why is this a gender issue?
- Briefly summarize your organization's mission. How does this proposed project fit your organization's values, mission and direction?
- How are you focusing on the unique needs of women and/or girls in the design, implementation and evaluation of this project?

- How does this proposed project reflect emerging issues, innovative strategies, sound research, or proven models?
- Is this project/program a new effort? If not, how long has it been in operation?

## **B. Action plan**

Describe the project/program. Identify who will be served, the specific goals and activities.

## **C. Diversity**

Describe how diversity is reflected in the structure of this initiative and throughout your organization. How does the proposed project/program incorporate an understanding of differences in demographics at the intersection of gender? Who is your audience?

## **D. Outcomes and evaluation**

An important part of the grant award is to understand how the organization knows the goals/objectives have been met. What change will be made and how you will know when that change is achieved?

- List 3-5 expected outcomes for the project against which you will measure its success.
- Explain how you will evaluate the project and how you will use the results.

## **E. Other**

Often organizations use other resources to support projects. What other resources will you use to be successful in this project?

- Are there other funders participating in this project? If yes, tell us who they are and what they are contributing to the project.
- Are you collaborating with other organizations or agencies on this project? If yes, please describe with whom and how you are collaborating with and how you are collaborating.
- If this is a multi-year project, how will you finance this project in the future?

## **3. Budget**

Provide a detailed budget on an Excel (XLS) spreadsheet. Attachment C, the Project Budget Form, is a sample of a budget form. Identify all budget items related to the proposed project, including costs for human resources, program materials, marketing and communications, overhead costs, and any other expected budget items. Identify which costs the WFRI will be covering through its grant and which costs will be covered by other funders. If any budget items need additional clarification, use the Comments column on the Project Budget Form.

For your convenience, a blank Project Budget Form in XLS format is provided with these materials.

#### **4. Organization's Financial Statement**

For your organization, provide the balance sheet and statement of income and expense for the most recently completed fiscal year.

#### **5. IRS Letter of Determination**

Provide your organization's IRS 501(c)3 Letter of determination. If you are using a fiscal sponsor, include that organization's IRS Letter of Determination plus a letter to the Women's Fund from your fiscal sponsor indicating its willingness to serve in this capacity.

#### **6. CEO Signature**

All Grant applications must include the approval signature of the applicant organization's CEO. Use the CEO/Fiscal Sponsor Signature Form (**Attachment D**). If you are using a fiscal sponsor, the CEO of the organization acting as the fiscal sponsor must sign the form.

## Criteria For Evaluating Your Application

In preparing your proposal, consider the criteria on which your proposal will be evaluated.

### 1. **Relevance:**

- Does the proposal respond directly to local community need?
- Does it align with findings in the *Status of Working Women in Rhode Island 2017* or with other studies or data on the status of women and girls?
- Does your project design reflect an understanding of the needs of different populations, e.g., gender, age, race, ethnicity, class, culture, sexual orientation, disabilities?

### 2. **Gender Lens:**

- Do all aspects of the proposed project address the real-life conditions and needs of women and girls?
- Does your organization demonstrate a commitment to equity for women and girls?

### 3. **Diversity and inclusion:**

- Is a commitment to diversity and inclusion reflected throughout your organization's staff and board, its leadership, its policies, recruitment and training, and its allocation of resources?
- Does the proposed project incorporate an understanding of all types of diversity and their interaction with gender issues?

### 4. **Systemic change:**

- Does the proposed project challenge societal attitudes and effect long-term positive changes in systems that currently prevent women and girls from full participation in society?
- Does the proposed project expand choices and opportunities for women and girls, enhance their dignity and self-worth, and empower them to direct their own lives and participate in defining and carrying out solutions to problems?
- Does the proposed project encourage women and girls to become active sponsors for social change?

### 5. **Results:**

- Is the proposed project (goals, objectives, activities, outcomes) well planned, logical and feasible in proportion to the cost?
- Does the proposed evaluation include measuring effectiveness of process and outcome, with a clear definition of what would constitute success for the project?
- Are results clearly articulated?
- Will this project provide valuable learning for other organizations and policy makers?

**6. Innovation:**

- Does the proposed project address emerging issues or reflect an innovative, fresh approach to a long-term challenge?
- Is the project based in sound research or proven models?

**7. Collaboration:**

- Does the project involve collaboration with other organizations? If so, how will collaborative efforts be managed for results?

**8. WFRI Mission:**

- How well do your organization and proposed project align with the mission of WFRI?

## **Submission**

In order to ensure that WFRI receives all the information needed to make an informed review, assessment and decision, provide the following:

1. Proposal Summary Form (**Attachment A**)
2. Project Budget Form in .xls format (**Attachment B**)
3. Organization's Financial Statement (**provided by organization**: balance sheet and statement of income and expense for most recently completed fiscal year)
4. Organization's IRS 501(c)3 Letter of Determination (**provided by organization**)
5. Grant Proposal CEO/Fiscal Sponsor Signature Page (**Attachment C**)

**NOTE:** If you are using a fiscal sponsor, include that organization's **IRS Letter of Determination** plus a letter to the Women's Fund from your fiscal sponsor indicating its willingness to serve in this capacity.

Although we prefer you email the entire package to [knevins@wfri.org](mailto:knevins@wfri.org), you may mail the package to:

*The Women's Fund of Rhode Island  
245 Waterman Street, Suite 503  
Providence, RI 02906*

***The entire package must arrive at the WFRI by the close of business on  
March 20, 2020.***



## Proposal Summary Form

The Women's Fund of Rhode Island (WFRI) has designed the grant application process to be as straightforward as possible. If you have any questions, please email us at [info@wfri.org](mailto:info@wfri.org) or call us at 401-262-5657.

Organization /Agency Name:

Chief Executive Name:

Street Address:

City, State, Zip:

Telephone Number:

Website address:

Does your organization have tax-exempt 501(c)3 status?    Yes        No

If YES, provide EIN of your organization:

If NO, what organization serves as your fiscal sponsor for this project?

Chief Executive of fiscal sponsor:

EIN of your fiscal sponsor:

Project Name:

Contact Person and Title:

Telephone Number/Fax number:

E-mail address:

Project/program start date:

Project/program end date:

Total organization budget: \$

Total project budget: \$

Amount requested from WFRI: \$

(Note that this amount should not exceed \$10,000 per year for a two year grant cycle)

Number of women/girls to be served by the project:

**2. Proposal Narrative**

This narrative should be limited to no more than five (5) typed pages, with one-inch margins, in 11 point type and, if printed rather than submitted through email, on white paper. All applications should be submitted in English. **If submitting via email, please submit as one full document as a .pdf.**

***Please identify the WFRI area(s) of concern that your proposed project addresses for women and/or girls in RI (if more than one, arrange in rank order):***

- Civic Engagement & Leadership
- Economic Self-Sufficiency & Justice, particularly relating to fair/equal pay and a living wage
- Political Representation
- Health and Well-Being, particularly relating to access to reproductive health and freedom or freedom from sexual harassment
- Educational Advancement

**A. Introduction and context**

- Why do you want to carry out this proposed project? What need are you addressing? How did you determine the need for this project? Why is this a gender issue?
- How does this proposed project fit in with your organization's values, mission and direction? Briefly summarize your organization's mission.
- How are you focusing on the unique needs of women and/or girls in the design, implementation and evaluation of this project?
- How does this proposed project reflect emerging issues, innovative strategies, sound research, or proven models?
- Is this project/program a new effort? If not, how long has it been in operation?

**B. Action plan**

Describe of the project/program. Identify who will be served, the specific goals and activities to be undertaken.

**C. Diversity**

Describe how diversity is reflected in the structure of this initiative and throughout your organization. How does the proposed project/program incorporate an understanding of differences in demographics at the intersection of gender? Who is your audience?

**D. Outcomes and Evaluation:** An important part of the grant award is to understand how the organization knows the goals/objectives have been met. As you think about the project, think about what change will be made and how you will know when that change has been achieved.

- List 3-5 outcomes for the project against which you will measure its success
- Explain how you will evaluate the project and how you will use the results



***\*Note: Organizations that are awarded WFRI grants are required to complete four written evaluations, one each at mid-year and one each at year end of project, addressing your progress towards your intended outcomes and highlighting lessons learned.***

**E. Other:** Often organizations use other resources to support projects. What other resources will you use to be successful in this project?

- Are there other funders participating in this project? If yes, please tell us who they are and what they are contributing to the project.
- Are you collaborating with other organizations or agencies on this project? If yes, please describe who you are collaborating with and how you are collaborating.
- If this is a multi-year project, how will you finance this project in the future?

**Lobbying:** If this program/project involves lobbying, please tell us how much money is expected to spent in direct lobbying \$\_\_\_\_\_ and indirect lobbying \$\_\_\_\_\_.

### **3. Budget:**

Please provide a detailed budget for your proposed program/project, including cost for human resources, program materials, marketing and communications, overhead costs and any other expected budget items. Identify which costs WFRI will be covering through its grant, and which costs will be covered by other funders. The budget should be attached to this application in .xls format (see last page for sample).

For the purpose of this grant, please provide a budget narrative (briefly describe what budget items you expect to pay for to successfully execute this program/project).

### **4. SIGNATURE:**

Chief Executive Signature (of agency or of sponsoring agency fiscal agent) authorizing submission of proposal:

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CEO Signature

Printed Name

Date

### **SUBMISSION**

In order to ensure that WFRI receives all the information needed to make an informed review, assessment and decision, provide the following:

1. Proposal Summary Form (cover sheet to this application)
2. Proposal Narrative Project (pages 2-3)
3. Project Budget Form (please provide in .xls format)
4. CEO/Fiscal Agent Signature
5. Organization's Financial Statement (balance sheet and statement of income and expense for your organization's most recently completed fiscal year)

6. Your IRS 501(c)3 letter of determination
7. If submitting via email, please submit all items as one full document in .pdf

**NOTE:** If you are using a fiscal sponsor, include that organization's IRS Letter of Determination plus a letter to the Women's Fund from your fiscal sponsor indicating its willingness to serve in this capacity.

Email entire package to [knevins@wfri.org](mailto:knevins@wfri.org) or mail, ensuring package arrives by end of business on the due date. Ensure that your proposal package is received at the Women's Fund by end of business on **March 20, 2020**. Our address: 245 Waterman Street #503, Providence, RI 02906.

**Women's Fund of Rhode Island**  
**Project Budget Form 12 Month Budget**

Name of applicant organization \_\_\_\_\_

Item	Annual Grant Request to WFRI (not to exceed \$10,000)	Other funds or resources contributed by your organization	Funds or resources supplied by another funder or organization (please identify)	Total Line Item budget
<b>Personnel</b>				
Salaries and Wages (list individual positions, full or part time)				
<b>Taxes and benefits total</b>				
<b>Consultants and professional fees (specify)</b>				
<b>Total Personnel Costs</b>				
<b>Program</b>				
Travel				
Supplies				
Printing & copying				
Telephone and fax				
Postage and delivery				
Rent and utilities				
Other program costs (please specify)				
<b>Total Program Costs</b>				
<b>Total Project Budget</b>				

## Grant Proposal CEO/Fiscal Sponsor Signature Page

Organization/Agency name:

Project Name:

Name of CEO:

Name of Fiscal Sponsor, if applicable:

I approve this grant application for submission to the Women's Fund of Rhode Island.

\_\_\_\_\_  
Signature of CEO or Fiscal Sponsor

\_\_\_\_\_  
Date

## Proposal Package Checklist

### PLEASE ENSURE THAT YOUR COMPLETED PACKAGE INCLUDES:

- ☐ Proposal Summary Form (**ATTACHMENT A**)
- ☐ Proposal Narrative (**ATTACHMENT B**)
- ☐ Project Budget Form
- ☐ Organization's Financial Statement (balance sheet, statement of income and expense for organization's most recently completed fiscal year)
- ☐ Organization's IRS 501(c)3 letter of determination
- ☐ CEO/Fiscal Sponsor Signature Page (**ATTACHMENT C**)

**NOTE:** If you are using a fiscal sponsor, include that organization's **IRS Letter of Determination** plus a letter to the Women's Fund from your fiscal sponsor indicating its willingness to serve in this capacity.

Although we prefer you email the entire package to [knevins@wfri.org](mailto:knevins@wfri.org), you may mail the package to:

*The Women's Fund of Rhode Island  
245 Waterman Street, Suite 503  
Providence, RI 02906*

***The entire package must arrive at the WFRI by the close of business on  
March 20, 2020***