

The Women's Fund Mission is to promote philanthropy among women and to establish a permanent, expanding endowment dedicated to the needs of women and girls in Butler County.

1. **Grant Priorities:** The Women's Fund is very concerned about accountability and sustainability of programs. Organizations should have a diversified funding base. We are interested in innovative programs that are responsive to community needs, partnerships and collaborative efforts. Lower priority is given to equipment requests, requests to pay staff for existing services, and duplication of existing services.
2. **Eligibility:** **Grant seekers may only apply for one project per year.** Organizations must be located in or provide services to residents within the Butler County area. Generally grants will only be awarded to tax-exempt organizations classified as 501(c)(3) charities by the Internal Revenue Service.
3. **Restrictions:** Reporting requirements from prior grants must be fulfilled before applying again. Grants will not be made to individuals, for debt reduction, loans, for profit businesses, tickets for benefits, annual appeals, telephone solicitations, political campaigns or religious activities.
4. **Grant application deadline:** September 14, 2012 – Awards will be announced in October.
5. **Application procedure:** Fill in the attached application forms completely. Incomplete applications may result in your grant application being declined.

Send one copy of the following materials:

- A cover letter signed by the board president and executive director indicating approval by the Board to submit the request.
- Attached application forms (place these immediately behind the cover letter).
- A narrative (not less than 12 pt. font & numbered pages):
 - Include the agency's history; describe all services and constituents served, proposed program description, e.g., needs assessment (reference sources of data), precipitating factors, goals and objectives, methodology, time line, project outcomes, and funding secured.

Women's Fund Grant Guidelines

- How does this proposal fit with your mission?
 - Describe your organizational capacity to carry out the project (examples: staff qualifications, best practices), collaboration (documented by letters of support or memorandums of understanding), community impact, outcome measurements and sustainability.
 - How many women/girls will your program serve?
 - What kind of impact will we see in their lives?
 - Please provide a baseline of behaviors that you expect your program to directly impact.
 - How will the program's effectiveness be monitored, evaluated and measured?
 - How will you secure future funding?
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- Detailed projected program budget including a budget narrative.
 - List of current board members. (Indicate any members who are paid staff.)
 - Dated newspaper articles about your agency and brochures can be included.
 - If support letters are used, they should be sent with your application and not sent separately.
 - Copy of your most recent IRS Form 990 filed.
 - Most recent Annual Report.

**Women's Fund
GRANT APPLICATION**

DESCRIPTION OF ORGANIZATION

Organization _____

Address _____

Executive Director (Title if different) _____

Phone # / Ext # _____ E-mail address _____

Total annual organizational operating budget and beginning date of fiscal year _____

Number of staff in the organization (how many full and part-time) _____

Do you receive funding from a United Way? _____ Which United Way? _____

Annual allocation received? _____

If your organization provides services at more than one location, please list them:

Women's Fund PROPOSAL SUMMARY

Date _____

Organization _____

Executive Director _____

E-mail _____ Tel. # and ext: _____

Contact person and title _____

E-mail _____ Tel. # and ext: _____

Project title _____

Amount requested _____ Total budget of the project _____

In the space below, summarize your proposal (Executive Summary). If necessary, add **one** more sheet.

Women's Fund PROJECT BUDGET

LIST YOUR FUNDING SOURCES AND PROJECTED REVENUE.

- **Attach a Budget Narrative**

Organization _____

Project Title _____ Grant Request _____

Item List personnel first and then non- personnel items.	\$ requested from The Women's Fund (Column A)	\$ from other funders <i>List other funders on a separate page</i> (Column B)	Amount budgeted from your agency (Column C)	Total proposed budget (Add Columns A+B+C)
TOTAL				

WOMEN'S FUND PROJECT OVERVIEW

Organization _____ Date _____

Project Title _____

Project Goal _____

Where appropriate, include your assumptions in parentheses.

Precipitating Factors	Resources	Activities	Outputs	Short & Intermediate Outcomes	Impact
Background and research:	In order to accomplish our set of activities, we need the following:	In order to address this issue, we will perform the following activities:	We expect that the activities will produce the following service deliveries:	We expect that the activities will lead to the following changes in 1 to 2 years:	Changes in 3 to 5 years:
Environment Factors affecting each situation:					