

GRANT APPLICATION 2011



Date of application: _____

Section A - General Information

If more than one 501(c)(3) is collaborating for this project, complete Section A for *each* organization and indicate which one will be the primary contact:

Lead Organization: _____

Mailing Address: _____

City/State/Zip: _____

Contact/Title: _____

Contact Telephone/Email: _____

Organization Website: _____

Federal Tax ID #: _____

Date of Incorporation: _____

Partnering Organization (if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Contact/Title: _____

Organization Website: _____

Federal Tax ID #: _____

Date of Incorporation: _____

Section B - Funding Proposal

Project Title: _____

Project Start Date/End Date: _____

Amount Requested \$: _____

Is this a ___ new or ___ existing program?

SECTION C – PROJECT SUMMARY

Briefly summarize your request including purpose of project, need being met, specific use of funding. This description will be used in any published materials if grant is awarded. **(Limit of 150 characters)**

Required Signature of Executive Director or Chief Executive

Signature _____ Date _____

Print Name _____ Title _____

SECTION D – PROJECT NARRATIVE

Project Narrative format requirements:

- Length is not to exceed five (5) 8 1/2" x 11" pages
- Margins are to be .7" and fully justified
- Font is to be Arial no smaller than 10 point

Re-type and organize your Project Narrative according to these headings. Address issues posed in each section.

Mission Statement and Organizational Activities

Project Description

Describe the project and how it fits within the mission of your organization. Include geographic and demographic detail about the women and/or girls served in the project, including socio-economic status and any other special needs.

Funding Priorities

Describe how your project is consistent with WLF Funding Priorities. Provide a detailed explanation of how your project or initiative will address the challenges women and girls face as presented in the Funding Priorities section of this grant application.

Plan For Implementation

Identify all existing community resources (e.g. facilities, people) that will be used. Include a description of how the project will be promoted to women and/or girls.

Measurable Outcomes

Based on the implementation plan, list at least two (2) short-term and one (1) long-term measurable outcome that will be achieved during the grant period. In your response, include the number of women or girls to be served by the proposed program. Identify and explain the methods/strategies that will be used to gather data for program evaluation.

Effectiveness

Describe how this project was developed and why you think that it will either help (1) women achieve financial stability and independence or (2) girls develop needed skills or competencies leading to financial stability and independence as adults.

If this project is ongoing, explain what measurable outcomes have been achieved in the past.

Explain how the program uses best practices or elements of programs that have been proven successful in other locations if applicable.

Describe the ongoing support or any follow-up that is provided for the women and/or girls served by the program.

Sustainability

List the resources (financial, personnel, volunteer, partnerships, etc.) that are necessary to sustain this effort over time and explain how those resources will be secured.

If your project is not fully funded by WLF, explain how you will fund the project costs.

SECTION E – PROJECT BUDGET

SUPPLEMENTAL DOCUMENT CHECK LIST

For the Lead Organization, one copy each of:

- 501(c)(3) determination letter
- Most recently audited financial statements or IRS Form 990
- Actual current FY Operating Budget and proposed next FY Operating Budget
- Staff List with title and length of employment
- Board List indicating officers and including addresses, occupations

For the Partnering Organization (if applicable), one copy each of:

- Mission Statement
- 501(c)(3) determination letter
- Most recently audited financial statements or IRS Form 990
- Actual current FY Operating Budget and proposed next FY Operating Budget
- Staff List with title and length of employment
- Board List indicating officers and including addresses, occupations

COLLATE YOUR APPLICATION AND SCAN IN THIS ORDER:

- Cover letter on Lead Organization letterhead
- Completed Application Page 1
- Completed Application Page 2 (with required signature)
- Narrative
- Project Budget
- Lead Organization Supplemental Documents as detailed above
- Partnering Organization (if applicable) Supplemental Documents as detailed above