



**GRANT APPLICATION FORM**

**Submission deadline: November 1<sup>st</sup>**

When November 1<sup>st</sup> falls on a Saturday or Sunday, the application can be received on Monday, the 2<sup>nd</sup> or 3<sup>rd</sup>.

**REQUIRED: 6 copies of application; 1 copy of the supplemental information**

If, for any reason, this is a hardship for your organization, please advise the Committee.

Today's Date:

Name, address, and contact information for your organization:

Person completing this application, including title and contact information (if different from above):

Brief information about your organization, including background and purpose:

*If attached, no more than one page*

Program for which you are requesting a Grant:

Expected outcome of the Grant:

Amount you are requesting:

Date when funds will be needed:

Timetable for use of funds & program implementation:

Other funders from whom you are seeking support (including amounts requested):

What will you do if the full amount you are seeking is not raised?

## **GRANT MAKING POLICIES**

1. Grants are made to support non-profit 501(c)3 or 508(a) organizations that serve women and girls either directly or indirectly.
2. The Grants Committee will review and evaluate every completed application that meets the Fund's grant guidelines and refer its recommendations to the Board for approval.
3. Grants will be awarded in the spring of the year. Exceptions in the timing may be made on an emergency-need basis at the discretion of the Board.

### **Grant Guidelines:**

1. Who may apply:
  - a) Organizations that serve the needs of women and girls in the Mid-Shore
  - b) 501(c)3 and 508(a) non-profit organizations – or groups or organizations that submit an application through a fiscal sponsor, i.e. a tax-exempt organization under the I.R.S. code, that agrees to accept funds on their behalf
- 2.) Emphasis is given to organizations and programs that:
  - Provide opportunities to develop personal self-esteem and self-sufficiency
  - Enhance parenting skills to build stronger families
  - Develop life skills through education
  - Provide role modeling and mentoring support
  - Work with other organizations to avoid duplication of services
  - Have effective means of evaluating the success of the program
  - Have a sound organizational sustainability plan

### **Grants will NOT provide for:**

- a) Endowment, annual funds, or special fundraising events
- b) Non-project specific advertising, publishing, or promotional material
- c) Organizations that do not directly or indirectly benefit women and/or girls in the Mid-Shore area
- d) Political campaigns or lobbying organizations
- e) Religious organizations, except as they provide services for nonsectarian purposes

## **APPLICATION INSTRUCTIONS**

**The application must include complete answers to the following items. If you cannot provide this information, please *do not* submit an application at this time.**

1. A one-paragraph description of the organization, including, for example, history, mission, and programs. Should a grant be awarded, this paragraph may be used in the program at our awards luncheon in the spring.
2. A description of the program for which you are seeking a Grant.  
*This should not exceed three pages, and must include:*
  - Description of the current situation or issue

- How your program or activity will address this situation
  - Other groups or agencies that are working with you, or independently of you, to address this situation.
  - The suppliers that will be used to help carry out your activities.
  - The number of people to be served by this project, with special emphasis on the number of women and girls.
  - How the impact/result of your efforts will be measured.
3. A copy of the 501(c)3 or 508(a) federal tax exemption notice from the IRS or a copy of the notice from the IRS stating that your 501(c)3 or 508(a) designation is pending or a letter from your sponsoring “fiscal agency” with its 501(c)3 or 508(a).
  4. A list of the organization’s current board of directors, including titles, addresses, telephone numbers, and e-mail addresses.
  5. The organization’s operating budget for the current fiscal year.
  6. A copy of the organization’s most recent independent financial audit or annual financial statement.
  7. A copy of the organization’s current annual report and other pertinent brochures, newspaper articles, or printed information. Additionally, you may also provide information you would like the Grants Committee to read in support of your application. *You may submit **ONE SET** of the information listed in #7; 6 copies is required of all other pieces of the application.* (Please note that any materials provided, including videotapes, are for the Fund’s use and will not be returned.)

If you need any assistance in the completion of the application, please feel free to call the office.

As a part of the application review process, the Women & Girls Fund may contact the organization to schedule a site visit at a mutually convenient time.

As grants are not awarded until 5 months after the application deadline (at the Spring Luncheon typically held the end of April), should changing circumstances significantly affect the nature, need, or timing of your request, or if you achieve full funding from other sources before hearing from us, please contact the Grants Committee of the Women & Girls Fund at once.

**SIX COPIES OF THE GRANT APPLICATION ARE DUE ON OR BEFORE NOVEMBER 1<sup>st</sup>**

When November 1<sup>st</sup> falls on a Saturday or Sunday, the application can be received on Monday, the 2<sup>nd</sup> or 3<sup>rd</sup>.

Women & Girls Fund of the Mid-Shore  
Attention: Grants Committee  
Patricia Bradley and Hilary Spence, co-chairs  
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Easton, Maryland 21601  
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