



**GRANT APPLICATION FORM**

Submission deadline: February 1<sup>st</sup>

**REQUIRED: 6 complete copies of application**

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?

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**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 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.
2. 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).
3. A list of the organization's current board of directors, including titles, addresses, telephone numbers, and e-mail addresses.
4. The organization's operating budget for the current fiscal year.
5. A copy of the organization's most recent independent financial audit or annual financial statement.

**You may also submit ONE SET of supplemental information you would like the Grants Committee to read to support of your application:**

A copy of the organization's current annual report and other pertinent brochures, newspaper articles, or printed information (Please note that any materials provided, including videotapes, are for the Fund's use and will not be returned.)

**NOTE:**

If a site visit is needed, the Women & Girls Fund or the Grants Committee of the Mid-Shore Community Foundation will contact the organization to schedule a visit at a mutually convenient time.

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..

**GRANT APPLICATIONS ARE DUE AT THE OFFICE OF  
THE WOMEN & GIRLS FUND NO LATER THAN FEBRUARY 1<sup>st</sup>.**

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

**6 COPIES OF THE APPLICATION MUST BE PROVIDED.**

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

## **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. Grant applications and guidelines are sent upon request to qualifying organizations.
3. The Grant Committee will review and evaluate every completed application and refer its recommendations to the Board for approval.
4. 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) Non-profits – 501(c)3 and 508(a) organizations
  - b) Groups or organizations that submit an application through a fiscal sponsor, i.e.; a tax-exempt organization under the I.R.S. code 501(c)3 or 508(a) that agrees to accept funds on their behalf
  - c) Organizations that are promoting and supporting women and girls on the Mid-Shore.
2. Emphasis is given to organizations that:
  - a) Provide opportunities to develop personal self-esteem and self-sufficiency
  - b) Enhance parenting skills to help build stronger families
  - c) Develop life skills through education
  - d) Provide role model and mentoring support
  - e) Work with other organizations to avoid duplication of services.

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

- a) Capital, endowment, or special events
- b) 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

Women & Girls Fund of the Mid-Shore  
Attention: Grants Committee  
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