



Women Who Care Application and Guidelines

Application Deadline August 15

Awards are limited to nonprofit charitable organizations with current exempt status as defined by the Internal Revenue Code – Section 501(c)(3) and schools or municipalities.

Maximum annual award from *Women Who Care* is \$5000.

Awards may be considered for start-up funds, new projects or to enhance well-established programs.

Requests must not duplicate the work of other local organizations and must reflect sustainability and/or other ongoing support.

Limitations of *Women Who Care* Awards

Women Who Care does **not**

- make awards to individuals.
- make awards for capital campaigns or to fund endowments.
- fund the same project more than once – unless there are unusual circumstances.
- fund organizations that promote a particular religious or political ideology.
- fund advertising, dinner galas or other fundraising events.
- fund contributions to the general fund of an organization.
- fund overhead administrative cost exceeding 10% of request.

The applications recommended to the membership will be based on:

- Quality of the Project/Services
- Number of Individuals Served
- Management of the Project.

Women Who Care may award less than the amount requested.

Inquiries/questions may be directed to Tiffany Boschert of the Elk County Community Foundation at (814) 834-2125 or by e-mail to eccf@elkcountyfoundation.org. Electronic grant applications are available by contacting the Foundation or on their website (elkcountyfoundation.org).

Recommended grant applications will be presented to the full membership of WWC in video format at its annual meeting in the fall. A 3-minute video from each grant application will be required at that time. Video does not need to be submitted with the initial grant application. You will be notified by the Foundation at a later date of the deadline to submit your video. This video is your opportunity to promote the project to the membership for their vote.



Women Who Care

P.O. Box 934
Saint Marys, PA 15857

814-834-2125

eccf@elkcountyfoundation.org

INSTRUCTIONS FOR SUBMITTING A GRANT APPLICATION

- A. Fill out the enclosed GRANT APPLICATION FORM and Summary.**
- B. Narrative should be a maximum of two pages, 12-point font with one inch margins that includes the following information. Please provide your information in this order, using the outline.**
- 1. Organization Information:**
 - a. Brief summary of organization's history, mission and goals.
 - 2. Purpose of this Grant:**
 - a. Describe the program/project, the need(s) it will address and what it will accomplish.
 - b. Is it a new or ongoing program/project of the organization?
 - c. List the program/project goals, objectives.
 - d. Describe the timetable for this program to be completed.
 - e. Do other organizations provide services/programs similar to your program? If so, why is it important that your agency also provides this service?
 - f. Number of individuals served
 - 3. Budget Information:**
 - a. State the exact dollar amount of program/project budget being requested on the Budget Statement
 - b. Describe how you would modify your project with partial funding.
 - c. What are the long-term strategies for funding the program/project beyond the grant period?
 - 4. Project Timeline and Evaluation:**

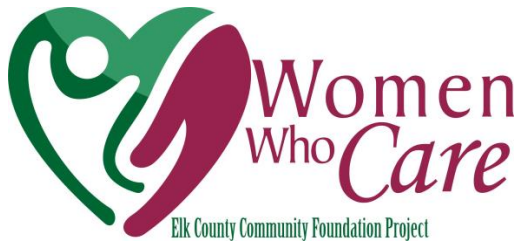
The project and evaluation submitted to Women Who Care must be completed within one year of receiving the grant. Please note that receipts will be required for all grants awarded. Please include photos of your project for publicity purposes.
 - 5. Summary:**

Provide a brief overview (250 words or less) that will be sent to the *Women Who Care* membership in advance describing the project. Information about expenditures must be included.

Be sure to include these attachments:

- One copy of the Grant Application Form and abstract/narrative as describe on page four of the application.
- One copy of the current IRS determination
- One copy of the proposed program/project budget
- One copy of operating budget for the current and next fiscal year, including income statement and balance sheet. Need to send only a summary if possible.
- Name and addresses of your Board of Directors and administrative staff

PLEASE NOTE: Grant applicants will be required to prepare a 3-minute video about your project which will be presented to the full membership at its annual meeting in the fall. The video is not due with this application. You will receive a notice at a later date with a deadline to submit your video. This is an opportunity to promote your project, your organization, and its impact in the community to our WWC membership. The membership will vote on which projects will receive grants.



Women Who Care

P.O. Box 934
Saint Marys, PA 15857

814-834-2125

eccf@elkcountyfoundation.org

This grant application form is available on our website as an online fillable PDF form. Please complete and submit it via email along with the requested support items as outlined in *Instructions for Submitting a Grant Application*. In addition, a hard copy of the signed application form, along with any support materials that have not been emailed, must be mailed or delivered to our office. Grants will not be considered until all material has been received. For questions or clarification, please contact our office.

Application Date Legal Name of Organization Date of Incorporation

Is your organization tax-exempt under Section 501 (c) (3) of the Internal Revenue Code? Y N

Your EIN number _____

Last Name

First Name

MI

Mailing Address

City

State

Zip Code

Phone

Fax

E-mail

Project Duration:

Total Cost of Project:

Amount requested from Women Who Care:
Note: A maximum request amount is \$5000

Grant Summary – provide a brief answer to the following questions on this form and use the narratives for more details Grant Abstract – provide the following information briefly on this page. Additional explanation and information should be included in Grant Proposal Narrative outline found on page two of this application form.

Brief Project Description

Who and how many will benefit county wide/municipality?

Why is this project valuable/necessary?

Submit via email the online fillable PDF form, without signature, along with your narrative. Also, mail or deliver to our office a hard copy of the signed application, along with any other support materials that cannot be emailed.

Please include the attachments:

- ◆ One copy of the Grant Application Form and abstract/narrative as describe on page four of the application.
- ◆ One copy of the current IRS determination
- ◆ One copy of the proposed program/project budget
- ◆ One copy of operating budget for the current and next fiscal year, including income statement and balance sheet. Need to send only a summary if possible.
- ◆ Name and addresses of your Board of Directors and administrative staff

The Undersigned hereby certify that all information contained in and submitted with this proposal is correct and that this proposal is submitted with the approval of the Board of Directors. This Organization will execute the Grant Agreement if a grant is awarded to us.

Signature of Board Chairperson /Project Director

Date

Signature of Agency CEO

Date



Women Who Care
 Project Budget Statement

List all income for this project including in-kind gifts

Source	Amount (use numbers only)

Total

Expenses	Amount (use numbers only)

Total