



Mission Statement

Using the power of pooled resources to improve the lives of women and girls on the Mid-Shore

2020 GRANT CYCLE APPLICATION FORM

Submission deadline: November 1, 2019

Award Date: April 2020

(Grants to be awarded for the 12-month period May 2020 – April 2021)

- Agency Name:
- Project Name:
- Amount Requested:
- Address:
- City/State/Zip
- Telephone Number:
- E-mail Address:
- Website:
- Contact Name/Title:
- E-mail Address, if different than above:

This application, consisting of questions and supporting documents, is a Word document that may be printed out and spaced as needed to accommodate your responses. EIGHT 3-HOLE PUNCHED AND UNSTAPLED COPIES of the completed application and supporting documents are required. Please begin by reading the entire application and guidelines.

PLEASE ANSWER THESE QUESTIONS AND PROVIDE THE REQUIRED SUPPORTING DOCUMENTS:

1. Brief information about your organization, including its history, its mission and its programs. (not to exceed 1 page)
2. Description of the program for which a grant is being sought (not to exceed 3 pages):
 - a.) Description of the current situation or issue
 - b.) How the program or activity will address this situation
 - c.) Complete line-item budget for the project for which you are applying
 - d.) Other groups or agencies working either with or independently of your organization
 - e.) The suppliers that will be used to help carry out the program or activities
 - f.) The number of people to be served by this project, specifically identifying the anticipated number of women and girls.
3. Expected outcome of the program and how the impact/results will be measured.
4. Other funders from whom financial support is being sought, including amounts requested.
5. What will your organization do if the full amount you are seeking is not raised?

SUPPORTING DOCUMENTS:

- A. The 501(c)3 or 508(a) or 509(a)(1) or (2) federal tax exemption notice from the IRS or a copy of the notice from the IRS stating that your non-profit designation is pending or a letter from your sponsoring “fiscal agency” with its 501(c)3 or 508(a) or 509(a)(1) or (2).

- B. The list of the organization’s current board of directors, including titles, addresses, telephone numbers, and e-mail addresses.

- C. The organization’s operating budget for the current fiscal year.

- D. The organization’s most recent independent financial audit or annual financial statement, if such exists, of some other way of reporting on the organization’s finances.

You may submit one copy of any additional information you would like the Grants Committee to read in support of the application. This would include such items as brochures, newspaper articles, printed materials, and videotapes. (Please note that these materials are for the Fund’s use and will not be returned.)

Grant Guidelines:

- 1.) In order to be considered, the program for which a grant is being sought must relate directly to the mission of the Women & Girls Fund.

- 2.) Who may apply:
 - Organizations that serve the needs of women and girls in the Mid-Shore that are 501(c)(3), 508(a), and 509(a)(1) or (2) non-profit organizations.OR
 - Groups or organizations that submit an application through a fiscal sponsor, i.e. an IRS-recognized tax-exempt organization, that agrees to accept funds on their behalf.

- 3.) 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

- 4.) Grants will NOT provide for:
 - Endowment, annual funds, or fundraising events
 - Non-project specific advertising, publishing, or promotional material
 - Organizations that do not directly or indirectly benefit women and/or girls in the Mid-Shore area
 - Political campaigns or lobbying organizations

- Religious organizations, except as they provide services for nonsectarian purposes
- An individual's request for any purpose, such as emergency hardship.

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

6.) 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.

Please note: As grants are not awarded until 5 months after the application deadline (at the Grants & Awards Luncheon 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.

Grant writing assistance is available if needed, please call the office for further information.

SUBMISSION DEADLINE: NOVEMBER 1st

When November 1st falls on a Saturday or Sunday, applications will be received on Monday, the 2nd or 3rd.

REQUIRED: EIGHT 3-HOLE PUNCHED AND UNSTAPLED COPIES OF THE APPLICATION AND SUPPORTING DOCUMENTS.

Sections may be paper clipped together.
Please no pocket folders with fasteners.

Women & Girls Fund of the Mid-Shore

Attention: Grants Committee
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Tel: 410-770-8347

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website: www.womenandgirlsfund