



## **WOMEN GIVING TOGETHER FUND** **GRANT GUIDELINES AND PROCEDURES**

### **I. FOUNDATION BACKGROUND**

The Community Foundation of White County is dedicated to inspiring people to strengthen White County through charitable giving. The Foundation provides a vehicle for donors, large and small, to make a lasting difference in their community. Gifts are endowed and the earnings are used for the improvement of the social, civic, cultural, economic, and physical environment of White County.

### **II. WOMEN GIVING TOGETHER BACKGROUND**

The purpose of the *Women Giving Together* Fund of the Community Foundation of White County is to address the hopes and dreams of White County's women and families, and to inspire women to strengthen White County through charitable giving. Donors to the Foundation's WGT Fund are engaged in the community and believe that high-priority issues should be addressed thoughtfully to inspire social change and improve the quality of life in White County. As the WGT Fund grows, it is envisioned that the annual grants will increase in size and number.

### **III. PROGRAM PRIORITIES AND GUIDELINES**

- Projects must serve a charitable purpose.
- Priority is given to projects that:
  - ❑ Serve the needs of the women and families of the greater White County area.
  - ❑ Demonstrate an innovative and unique approach.
  - ❑ Indicate funding sources other than the grant requested from CFWC.
- The Current Focus Area for *Women Giving Together* Grants are:
  - ❑ **EARLY CHILDHOOD EDUCATION**
- Other Funded Areas for *Women Giving Together* Grants are:
  - ❑ **ARTS AND CULTURE**
  - ❑ **EDUCATION (K-12 and Continuing)**
  - ❑ **SOCIAL/HUMAN SERVICES**
  - ❑ **YOUTH PROGRAMS**

#### **IV. PROJECTS NOT FUNDED**

- Non-charitable projects; non-charitable organizations.
- Projects that are normally fully funded by units of local government.
- Projects to fund an endowment, ongoing operating budgets (administrative or personnel costs), existing deficit, debt reduction, or multi-year, long-term funding for projects.
- Religious activities or programs that are serving or appear to serve predominantly one denomination and not the community at large.
- Special events such as parades, festivals and sporting activities.
- Political organizations or campaigns.
- National and State fund raising efforts.
- Projects that indicate discrimination.

*The Women Giving Together Fund of the Community Foundation of White County may not be able to fund all grant requests received; however, you are welcome to try again next year!*

#### **V. GRANT SELECTION PROCESS**

Please review these grant guidelines; they are intended to help you understand what kinds of projects we seek. If you have questions about whether or not your request may fit into our guidelines, please contact Lucy Dold, CFWC Director, at 574-583-6911.

The WGT Fund Grants Committee forwards its recommendations to the Foundation's Governing Council for final approval. Awards will be announced in early November. Those awarded grants must sign a Grant Agreement; funds will be released upon receipt of expense documentation.

#### **VII. GRANT SUBMISSION DEADLINE: OCTOBER 1**

- Applications submitted after the deadline cannot be considered; you are welcome to submit the application next year for consideration.
- Please call the CFWC office to discuss the nature of your grant before submitting a proposal.
- Complete the Application Form (I) and Narrative (II) carefully; fill in all the blanks! Please be kind and type your application using a font size of 11 or larger.
- Please submit Grant Application Form and Narrative, including the required attachments. Do not submit information not asked for.
- If you are submitting this proposal under the umbrella of another organization, that organization should complete the organization's information; please designate a primary contact person.
- Complete proposals must be delivered to CFWC by 5 pm on October 1.
- Grant applications should be submitted to:  
Community Foundation of White County  
(1001 Airport Rd.)  
P.O. Box 1154  
Monticello, IN 47960  
574-583-6911  
lucy@cfwhitecounty.org

# Community Foundation of White County

Affiliate of The Community Foundation of Greater Lafayette



## I. Women Giving Together Fund Grant Application Form

**DEADLINE: OCTOBER 1**

### ORGANIZATION

Organization's Legal Name

Street & Mailing Address

City, State, Zip

Phone

Fax

E-Mail

President/CEO

Contact Person (*if different from above*)

Phone

Federal ID#

Organization's Mission Statement:

### PROJECT INFORMATION

Project Name/Activity

\$

Amount Requested

\$

Total Project Cost

Project Timeline (*start and completion dates*)

### SIGNATURE AUTHORIZATION

President/CEO

Date

**II. Women Giving Together Fund Grant Application Narrative**

In a narrative of **no more than two pages**, please address the following questions with brief, concise, and specific responses, and attach to the Grant Application Form.

- 1. **Organization:** Describe your organization’s primary purpose and history.
- 2. **Need:** What community need does this project address? Which WGT goal will be met?
- 3. **Project Description:** Please describe the nature & purpose of the project.
- 4. **Benefit:** How many people will benefit from this project; what geographical area will be served?
- 5. **Coordination:** List all organizations and key persons that will be responsible for this project.
- 6. **Timeline:** Please include a project timeline detailing anticipated start and completion dates.
- 7. **Funding sources:** Please list other contributors to this project; include organization’s name, amount, and status of the other donations.
- 8. **Sustainability:** How will this project be financed in the future?
- 9. **Impact:** Describe the effect of this project on your organization, staff, clients, & community.
- 10. **Other:** If only partially funded by CFWC, will the project still occur? Please explain.

**Attachments: please attach the following to your application, if applicable.**

- a. **Detailed Budget** – include a detailed budget for the project, including income and expenses, and how the proposed grant from WGT will be used.
- b. **Financial Statements** – include your organization’s most recent year-end income/expense report and balance sheet and a current operating budget.
- c. **IRS Determination Letter** – include a current IRS determination letter showing exemption from federal income taxes under Section 509(a) of the IRS Code and your 501(c)(3) status.
- d. **Board Members** – include a list of your current Board members, their occupations, and addresses.

SUBMIT to: **Community Foundation of White County**  
**(1001 Airport Rd.) P.O. Box 1154**  
**Monticello, IN 47960-1154**  
**(574) 583-6911**  
**lucy@cfwhitecounty.org**

**For CFWC Use ONLY:**

Date Received \_\_\_\_\_ Proposal # \_\_\_\_\_

Category/Field of Interest \_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_ Declined \_\_\_\_\_ Amount Awarded \$ \_\_\_\_\_

Conditions \_\_\_\_\_