



## Grant Applications Due: May 31<sup>st</sup>

### **GENERAL INSTRUCTIONS** *(Thoroughly read all instructions)*

- A Fund for Women grant application packets have three components: Cover Page, Proposal with Project Budget, and Attachments
- Applying organizations must be tax exempt, either as a federally determined 501(c)(3) entity or as a unit of government
- Applications must be single-spaced, submitted in the requested format and include reasonable margins and with font size no smaller than 11
- Applications received after 4:30 PM on the due date will not be accepted
- Applicants are encouraged to review the [A Fund for Women Grantmaking Guidelines](#) before contacting staff. Questions may be directed to Angela, at [adavis@madisongives.org](mailto:adavis@madisongives.org)
- Organizations receiving a grant are required to complete a final evaluation assessing the project outcomes within three months of the completion of the project
- Past grant recipients will be excluded from further grant consideration if a final evaluation report has not been submitted for the prior project
- Applications materials must be submitted electronically (in PDF format) by 4:30 PM on May 31<sup>st</sup> to:

**Angela R. Davis, Development Director**  
Madison Community Foundation  
[adavis@madisongives.org](mailto:adavis@madisongives.org)  
608.232.1763



**GRANT APPLICATION DUE  
MAY 31<sup>ST</sup>, BY 4:30 PM**

**APPLICATION COVER PAGE**

Application date (mm/dd/yy): [Click here to enter text.](#)

Organization name: [Click here to enter text.](#)

Federal tax ID number: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Executive director: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Grant project coordinator: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Project name: [Click here to enter text.](#)

Project duration: [Click here to enter text.](#)

Is project/program one-time, repeating, or multi-year? [Click here to enter text.](#)

*(A Fund for Women will only award one year of funding, however you may reply in subsequent years for the same recurring or multi-year project.)*

Total project budget: \$[Click here to enter text.](#)

Funds raised/pledged to date: \$[Click here to enter text.](#)

**Total amount requested from A Fund for Women: \$**[Click here to enter text.](#)



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## **PROPOSAL NARRATIVE FORMAT**

Using no more than five pages for your narrative and one page for your budget, six total pages, create a proposal using the following format.

### **1. Description of Applicant Organization**

Describe the mission, purpose and programs of the organization, including the mission statement, and if the organization has one, the vision statement.

### **2. Summary Project Description**

In up to 1,500 words, summarize the project and purpose. Include key components, proposed outcome statements, the number of applicant organization staff/members are involved in the project, and collaborating partners. This summary will be the first thing reviewers see.

### **3. Project Purpose Statement**

In 1,000 words or less, describe the purpose of the proposed project, the issues that will be addressed, the significance of those issues, and the impact on Dane County. Indicate who will benefit and estimate their number. Describe how your project will expand or complement existing community services, plus any arrangements to collaborate with other organizations. Describe the project's future sustainability.

### **4. Proposed Outcomes**

In 500 words or less, list up to three measurable outcomes from the project. Outcomes determine whether you are achieving the purpose of the program by describing how the program's activities changed participants. Outcome statements articulate changes in participants' knowledge, skills, attitudes, values, behavior, condition, or status and should be measurable (i.e. increase from A to B, decrease, improve).

### **5. Alignment with A Fund for Women**

Briefly describe how the project furthers the mission and vision of A Fund for Women.

### **6. Budget**

Provide a line-item budget covering all projected expenses, including specific activities, for the program. Also submit an income budget that identifies all funding sources (other foundations, corporations, individuals, etc.) Please note whether each other funding source is secured or anticipated. The amount of total expenses must equal the amount of total funding sources.

## **ATTACHMENTS**

1. List of your organization's board of directors and its officers.
2. IRS determination letter indicating 501(c)(3) tax-exempt status for your organization.
3. Most recent audited financial statement for your organization. If your organization does not have a certified audit by an independent auditor, provide a copy of your most recent, signed Form 990.



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**SAMPLE PROJECT BUDGET**

| <b><u>Expenses</u></b>  | <u>Total<br/>Amount</u> | <u>AFFW</u>                    | <u>Other<br/>Sources</u> | <u>Other<br/>Sources</u> |
|---|-------------------------|--------------------------------|--------------------------|--------------------------|
| Salary and Benefits:<br>Program Manager/Coordinator<br>\$ hr x hrs/wk x # wks or<br>(total salary & benefits) x (% time spent on project) | \$0.00                  | \$0.00                         | \$0.00                   |                          |
| Office Supplies   | \$0.00                  |                                | \$0.00                   |                          |
| Photocopies   | \$0.00                  |                                | \$0.00                   |                          |
| Postage/Shipping  | \$0.00                  |                                | \$0.00                   |                          |
| Other Project/Program Expenses (list)   | \$0.00                  |                                | \$0.00                   |                          |
| Miscellaneous (provide detail)  |                         | \$0.00                         |                          | \$0.00                   |
| Evaluation Expenses   |                         | \$0.00                         |                          | \$0.00                   |
| Subtotal Expenses   | \$0.00                  | -----                          | -----                    | -----                    |
| <b>Administrative Expenses</b>  | \$0.00                  | \$0.00                         | \$0.00                   | \$0.00                   |
| <b>TOTAL PROJECT EXPENSES</b><br>(sum of Subtotal Expenses & Admin Expenses)  | \$0.00<br>=====         | \$0.00<br>=====                | \$0.00<br>=====          | \$0.00<br>=====          |
| <b><u>Funding Sources</u></b>   |                         |                                |                          |                          |
|   |                         | Secured = S<br>Anticipated = A |                          |                          |
| A Fund for Women  | A                       |                                | \$0.00                   |                          |
| XYZ Corporation*  | A                       |                                | \$0.00                   |                          |
| ABC Foundation  | S                       |                                | \$0.00                   |                          |
| In-kind Contributions   | S                       |                                | \$0.00                   |                          |
| Program Revenues  | A                       |                                | \$0.00                   |                          |
|   |                         |                                | -----                    |                          |
| <b>TOTAL PROJECT FUNDING **</b>   |                         |                                | \$0.00<br>=====          |                          |

\* Provide information regarding applications to other donors (for this project in this fiscal year) which have not been funded.

\*\* Total Project Funding must be equal or more than Total Project Expenses.



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### **GRANT CHECKLIST - BEFORE SUBMITTING YOUR GRANT APPLICATION**

Please review this check list. If you answer “yes” to each question, you are ready to submit your proposal.

- Have you completed the proposal cover letter?
- Is your proposal narrative single-spaced, no more than 5 pages, uses the requested format, and has reasonable margins with font size no smaller than 11? (6 pages total with project budget)
- Have you saved your proposal cover page, narrative, and project budget as a single document?
- Have you saved your application and all required attachments as PDFs?
- Have you put your organization’s name in the title of all documents, including attachments?
- Did you include your organization’s name in the subject of the email? (i.e. XYZ – Grant Application)
- Does your application include all **four** required documents?
  - Cover page, proposal narrative, and project budget (i.e. XYZ – Grant Proposal)
  - List of the organization’s board of directors and its officers (i.e. XYZ – Board)
  - IRS Determination Letter (i.e. XYZ – IRS Determination)
  - Most recent audited financials, or signed IRS 990 if applicable (i.e. XYZ - Financials)

If you answered “yes” to each question, you are ready to submit your proposal to:

Angela R. Davis, Development Director  
Madison Community Foundation  
[adavis@madisongives.org](mailto:adavis@madisongives.org)