



Mission: We transform our community so that women and girls thrive.
Vision: A community where all women and girls can reach their potential.
Worldview: When we empower women and girls, we improve the world.

GRANT APPLICATION 2023

To apply for a grant, an organization must first have submitted a Letter of Inquiry to A Fund for Women (AFFW). If your Letter of Inquiry was accepted, you are eligible to submit a grant proposal application.

While eligible programs can be multi-year, AFFW will award only one year of funding. Applicants may reapply in subsequent years for a recurring or multi-year project.

Letter of Inquiry Due	Grant Application Due	Grants Announced
May 31, by 4:30 pm	July 18, by 4:30 pm	September 25

Submit your application materials (all files in PDF format) electronically to:

Angela R. Davis, Director of Grantmaking
 Madison Community Foundation
grants@madisongives.org
 (608) 232-1763

I. ORGANIZATIONAL INFORMATION COVER PAGE

- Applicant organization name, address, phone and web site address
- Grant or project coordinator contact name, title and e-mail address
- Executive Director name, e-mail address

II. GRANT APPLICATION (Detailed below)

III. ATTACHMENTS

- List of your board of directors, their affiliations and current email addresses for each. Identify the officers of your board.
- Your organization's most recent audited financial statement. If your organization does not have a certified audit by an independent auditor, provide a copy of your most recent signed Form 990.
- Current year income and expense budget for your organization (two-page limit)
- Copy of IRS 501(c)(3) approval letter

II. GRANT APPLICATION

Your application should be single-spaced, no more than five pages (with one additional page for budget), submitted in the requested format, and have reasonable margins and type no smaller than 11 points.

- a. **Description of Applicant Organization.** Describe your organization's mission, purpose and programs.
- b. **Summary Project Description.** In a single brief paragraph of up to 300 words, summarize the project. Include key components, proposed outcome statements, the number of people involved in the project and collaborating partners.
- c. **Project Purpose Statement.** Describe the purpose of the program or project, the issues it will address, the significance of those issues and the impact on women's economic empowerment in 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 how the proposed project extends true occupational opportunity with access to family supporting wages to women, especially from traditionally underserved populations. AFFW seeks to fund programs that are a force for change, challenging the norm of low-paying jobs for women that offer an illusion of career advancement but little real hope of meaningful professional development.

- d. **Proposed Outcomes and Outcomes Indicators.** *Outcomes* describe how the program's activities changed knowledge, skills, attitudes, values, behavior, condition, or status and should measure your program's success. *Outcome indicators* are the specific information (data) that measure how well a project is achieving its desired outcomes.
Identify up to three outcomes for your project (500-word limit). Specify the measurable indicators you will use to determine whether the outcomes have been achieved, including a target for each indicator or indicators. Identify the data and explain the data collection methods you will use to evaluate whether you have achieved the outcomes. The data you collect should relate directly to the outcome indicators.
- e. **Activities/Strategies.** Briefly describe the activities or strategies you will use to accomplish the proposed outcomes. Provide a work plan, including a timeline and the responsibilities of staff and volunteers. Briefly discuss the qualifications of key personnel. If applicable, describe any training, participant selection procedures or policies.
- f. **Funding Plan.** Identify how funds requested from AFFW would be spent (i.e., which specific line items of your budget). Indicate if the grant you are requesting would be used as a match or to leverage other sources of revenue. Describe how you will acknowledge a grant from AFFW. Briefly explain how you plan to fund the project when the grant expires, if applicable.
- g. **Project Budget.** Include three numbers: 1) the project total; 2) funds raised/pledged to-date to give evidence of other funding; and 3) funds requested from AFFW. Provide a line-item budget, **including specific activities**, for the program.
- h. **A Fund for Women Alignment.** Describe how the project furthers the mission and vision of AFFW.

For reporting purposes, A Fund for Women will require a written evaluation in conjunction with the project end date identified above.