



encouraging philanthropy for the benefit of women and girls

GRANT APPLICATION COVER SHEET

Name of organization/group: _____

Address: _____ City, Zip _____

Agency Phone: _____ Fax: _____ IRS Tax Exempt No. _____

Name and title of chief administrator: _____

Contact person for this request: _____ Phone: _____ Email: _____

Amount requested: \$ _____ Total Project Cost: \$ _____

Brief description of request: _____

General mission of organization/group including year of establishment: _____

Has your governing board approved a policy that states that your organization does not discriminate? Yes: ___ No: ___ If no, explain: _____

Approximately, how many women and girls do you serve annually?

Women _____ Girls _____

Please submit copies of the following with this cover sheet:

1. Complete list of the organization's officers and directors and their affiliations.
2. The organization's most recent audited financial statement; if an audit is not available, submit the actual income and expense statement from the past fiscal year.
3. Copies of the IRS federal tax exemption determination letters, if applicable. *An organization that submitted its determination letter with previous applications need not resubmit the letter unless the status has changed.*
4. Narrative and Budget (respond to questions on reverse side in a **maximum of two pages**, plus the budget).

This application must be signed by the chief executive officer, president, or another officer of the organization's governing body. I attest that the information submitted is accurate to the best of my knowledge:

Signature

Title

Printed Name

Date

All applicants should share their ideas with the Community Foundation prior to the submission of a formal application. Please call (920) 432-0800 if you would like to make an appointment. The Community Foundation reserves the right to refuse to consider unsolicited proposals. Please submit a signed original application cover sheet with all required materials.

NARRATIVE AND BUDGET

Please structure your application according to the sections below. Limit your response to a maximum of **two (2) typed pages**. **You may include the project budget as an attachment**. The Community Foundation may omit from consideration any responses longer than two pages or any applications submitted without prior consent.

- 1. ORGANIZATIONAL OVERVIEW:** Provide a brief overview of your organization, including the constituency served. Please include information about your organization's service and support of women and/or girls.
- 2. STATEMENT OF NEED/OPPORTUNITY:** Explain the need or opportunity that is causing you to take the action proposed in this application. Whenever possible, substantiate your assertions with data.
- 3. OBJECTIVES:** In terms of the benefit to the community in general and to women and girls in particular, articulate what you hope to achieve with this grant. This should not be a review of the proposed activities of your organization, but rather a discussion on how implementing this proposal will improve opportunities for women and girls in Northeastern Wisconsin. Please be specific about the approximate number of women and girls who will be affected by this program.
- 4. PROGRAM/ACTIVITIES:** Highlight the proposed actions of your organization that are designed to achieve the objectives articulated above. Also provide a schedule of events or timetable for your actions.
- 5. EVALUATION:** Explain how you will measure your progress toward achieving the objectives articulated above.
- 6. FUTURE FUNDING:** Share your plans for funding these activities beyond the duration of this grant request.
- 7. PROJECT BUDGET:** Provide a budget for your proposed activities, indicating what segments you are asking the Women's Fund to support. You do not need to itemize every expenditure. Broad budget categories will suffice. Include a listing and the status of any other grant or funding requests that relate to this proposal.

The Women's Fund of Greater Green Bay Community Foundation supports non-profit organizations that primarily serve residents of Brown, Kewaunee, Oconto, and Door Counties, Wisconsin, and projects that enhance existing programs or augment opportunities for women and girls.

Applications are due by July 1, 2009 by 5 p.m. Faxed applications are not accepted. Proposals will be reviewed by the Women's Fund Grants Team, which will make recommendations for consideration by the Board of Directors of The Women's Fund of Greater Green Bay, with final approval from the Board of Directors of the Greater Green Bay Community Foundation. Decisions will be communicated by September 1, 2009.

Please direct all inquiries and applications to: Martha Ahrendt
Women's Fund of Greater Green Bay
Greater Green Bay Community Foundation
310 W. Walnut Street, Suite 350, Green Bay, WI 54303
(920) 432-0800