

Women's Fund of Greater Green Bay

When applying online, you will be asked to provide the following information:

Organization Information

- Organization's Legal Name
- Federal EIN
- Address
- Website
- Phone Number
- Brief description of organization, such as its history, focus or programming (2,000 characters)
- Mission Statement (750 characters)
- Has your governing board approved a policy that states the organization does not discriminate? If not, explain why not.

Contact information

Primary Contact

- Name
- Title
- Email
- Phone number

Chief Administrator

- Name
- Title
- Email
- Phone number

Project Overview

- Brief summary of the request (500 characters)
- Project total budget
 - Amount requested
 - Project start date
 - Project end date
- **Statement of Need and Opportunity:** Explain the need or opportunity that is causing the organization to take the action proposed in this application. Whenever possible, substantiate with data. What community issue or need is addressed by this proposal? What is the impetus to request funds at this particular time? (2,500 characters)

Objectives/Activities

- In terms of the broad benefit to the community and to women and girls in particular, articulate what the organization hopes to achieve with this grant. This should not be a review of activities, but rather an explanation of how implementing this proposal will improve the quality of life in the community and address an issue or need identified in the Brown County LIFE Study or other community studies. (1,000 characters)

- Describe the project. What activities will occur in order to achieve the objectives? Information may include a schedule of events or a timetable for action. (2,000 characters)
- How are you collaborating with other organizations on this project? (2,000 characters)
- Are there other organizations providing a similar service or program? What are they? (1,000 characters)
- How is what you're doing different from that work? (2,000 characters)

Project Funding

- Provide any additional narrative or explanation of budget (1,000 characters)
- Future funding & sustainability of program: How will this program/activity be sustained when this grant ends? (1,000 characters)

Program Evaluation

- What will be measured to show community impact from the proposed program or project? How will you know if the program is successful and if, or how well, objectives have been achieved? (2,000 characters)
- Outputs: How many individuals will be affected by this grant, and who are they? (250 characters)
- Describe other quantitative measures you want to report, such as number of classes, visits, touch points, etc. (2,000 characters)
- Outcomes: What 3 specific outcomes will be measured to determine the progress towards reaching the objectives? Describe what each measure means and how it will be measured. (1,000 characters each)

Required Documents:

You will be asked to upload the following:

- **IRS Federal Tax Exemption Determination Letter**
- **Audited Financial Statement** for the most recently completed fiscal year. If no audit is required for your organization contact the community foundation for further instruction.
- **Budget Form** download a form, complete it, and upload it. Only those applying for a capital project request (through the Schreiber Golf Beneficiary program) may choose to upload a total capital budget in place of our form.
- **Officers and Board Members**, including their affiliations
- **Letters of Support** If your organization is requesting funds to provide services, programs, or support to another organization or any initiative in the Green Bay Area Public Schools (even if it is a long-standing program), you should contact Kim Schanock in the Green Bay Area Public School District office for information.
- **Other Documents** specific to the grant program