



306 So. BARSTOW, SUITE 104, EAU CLAIRE, WI ~ 715-552-3801 ~ FAX 715-552-3802

GRANT APPLICATION

Grant Application Deadline July 1, 2010

Please submit the original plus 15 copies of your grant application (3-hole punched) and one set of the required attachments.

APPLICANT INFORMATION

Date submitted: _____

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____ Organizational Website: _____

PROGRAM INFORMATION

Name of Program: _____

Brief Description of Program: _____

Amount Requested: _____ Total Program Budget: _____

Date Program will begin: _____ Date Program will end: _____

Grant requests for programs outside the grant term (Jan 1, 2011 – Dec 31, 2011) will not be considered.

Area of our Mission Statement that your project addresses: Women Children Women & Children

How many people will this project serve? _____ Please explain: _____

Geographic area served: _____

Has this project has been authorized by your agency's governing board: Yes No

PROPOSAL AND ATTACHMENTS

Please submit the original plus 15 copies of your **PROPOSAL** for funding (cover letter plus five (5) typed, single-spaced pages **maximum**, all 3-hole punched). You must include:

1. Cover Letter
2. Organization Description
 - Mission statement
3. Proposal Description
 - Concise description of the proposal and the reasons why it is needed
4. Budget
 - Detailed budget for the proposal (income and expenses) including all secured and anticipated funding sources and in kind contributions if this funding request is part of a larger project.
 - **NOTE:** All Women's Giving Circle grant funds must be used during the grant term of Jan 1, 2011 – Dec 31, 2011.
5. Proposal Detail
 - Is this a new program, an enhancement of a current program, or continuation of an existing program?
 - Are there similar programs in the community? If so, how is yours different?
 - How will your proposal address the Grant Criteria?
 - What community problem does your proposal address, and what impact will it have on the Eau Claire area?
 - Who are the planned participants for the proposal (number, ages, and geographic area served)?
 - What do you hope to accomplish with this proposal? What may be obstacles to success?
 - What is the proposed timeline of the program activities and events?
 - What are the proposal's goals and how will they be evaluated?
 - How will you determine if the proposal is successful?
 - How will you ensure that the positive outcomes of the proposal can be sustained?
6. Organizational Information
 - What experience does your organization have that will support the proposal's success?
 - How will your organization staff and manage the proposal?
 - How does the proposal help your organization meet its mission?
 - How does your proposal utilize volunteers? (If volunteer assistance is not used, please explain why.)

REQUIRED ATTACHMENTS: (Submit 1 copy of each in the following order)

- Board of Directors/Trustees (name, occupation, years with organization)
- Organization's current operating budget including all current funding sources and amounts
- IRS documentation of organization's 501(c)(3) status or other documentation of not-for-profit status
- Most recent audited financial statement or Form 990 for your organization
- Annual report or other printed organizational information (Please limit to two pieces)