



# Grant Guidelines

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The Women's Fund of the Hamilton Community Foundation's mission is to be a leader in uniting efforts to bring about social change that improves and transforms the lives of women and girls in our community. Our vision is to promote opportunities for philanthropy, collaboration, education, and advocacy ensuring social and economic self-sufficiency for all women and girls in Butler County.

1. **Grant Priorities:** The Women's Fund is interested in several areas of need in our community. A high priority is to offer innovative programs that provide learning opportunities that build job readiness skills, life skill development including self-confidence building and leadership (soft skills being addressed is a critical need).

For 2019, we are especially interested in proposals that include mentoring components or exposure to role models and experiences that build awareness of options. Programs that support career mentoring, small business mentoring, trauma care training, professional development needs and financial literacy. We look favorably at proposals that demonstrate partnerships and collaborative efforts. *Lower priority is given to equipment requests, requests to pay staff for existing services, and duplication of existing services.*

2. **Grant application deadline: May 17, 2019** – Applicants will be notified in writing of all decisions in June.
3. **Application procedure:** Complete the application forms. Incomplete applications may result in your grant application being declined. ***Do not send more than is requested.***

**Mail or email the following materials:**

- Completed application forms (Typed only)

Address the following in your grant request narrative:

- Describe the need you are trying to address and how it aligns with the Women's Fund priorities.
  - Describe specific goals relating to the need above.
  - Based on your research of the need, how will you know you are successful?
  - How many women/girls will your program serve?
  - Describe the demographics of the women and girls impacted. (age, ethnicity)
  - What methods will you use to recruit participants?
  - How will they be better off because of this grant?
  - How will the program's effectiveness be monitored, evaluated and measured?
- Detailed projected program budget including a budget narrative.
  - Provide current year budget vs actual as approved by your board.

Applications may be either mailed to the Hamilton Community Foundation or emailed to Katie Braswell, VP at [kbraswell@hamiltonfoundation.org](mailto:kbraswell@hamiltonfoundation.org) by the deadline.

# GRANT APPLICATION



## DESCRIPTION OF ORGANIZATION

Organization \_\_\_\_\_ Address \_\_\_\_\_

Executive Director \_\_\_\_\_ Email: \_\_\_\_\_

Total annual organizational operating budget and beginning date of fiscal year \_\_\_\_\_

Number of staff in the organization    \_\_\_ # Fulltime                    \_\_\_ #Part time

Do you receive funding from a United Way?    Yes    No

If yes, which United Way? \_\_\_\_\_ Annual allocation received? \_\_\_\_\_

## PROPOSAL SUMMARY

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Contact person and title \_\_\_\_\_ E-mail \_\_\_\_\_

Project title \_\_\_\_\_ Amount requested \_\_\_\_\_ Total budget of the project \_\_\_\_\_

In the space below, describe your proposal. If necessary, add **one** more sheet.

# PROJECT BUDGET



## LIST YOUR FUNDING SOURCES AND PROJECTED REVENUE.

- Attach a Budget Narrative

Organization \_\_\_\_\_

Project Title \_\_\_\_\_ Grant Request \_\_\_\_\_

<b>Item</b>  List personnel first and then non-personnel items.	<b>\$ requested from The Women's Fund</b>  (Column A)	<b>\$ from other funders</b> <i>List other funders on a separate page</i>  (Column B)	<b>Amount budgeted from your agency</b>  (Column C)	<b>Total proposed budget</b>  (Add Columns A+B+C)
<b>TOTAL</b>				