

Soroptimist International of Willimantic

Marion Schultheiss Advancing Women Grant For Women and Girls

General Information and Proposal Instructions

Deadline March 1, 2012

Grant Amount \$2,000

Description

The Marion Schultheiss Advancing Women Grant award will be given to start up or continue a project in our community that benefits women. Grant amount is up to \$2,000. Funding is provided by Soroptimist International of Willimantic.

Project Requirements

To receive funding, the proposed project must fulfill **ALL** of the following requirements:

- Benefit women or girls by improving their social/economic status, opportunity or quality of life.
- Address demonstrated need in the community.
- Have measureable outcomes.

Project Objective: Must match one of the following objectives.

Human Rights---Women and girls will live free from all forms of violence and discrimination.

- ❖ Enhance awareness about domestic violence or sexual assault as a problem.
- ❖ Address the problem of bullying in schools.
- ❖ Heighten awareness about trafficking of women and girls.

Status of Women and Girls---Women and girls will enjoy enhanced status and will be encouraged to achieve their full potential.

- ❖ Increase access to education and educational tools and resources.
- ❖ Improve women's access to funding for income generating ventures.
- ❖ Heighten awareness about women's health issues and treatment.
- ❖ Increase access for women to health care and information.
- ❖ Expand opportunities for positive experiences and activities for girls.

Working Women--- Women will work in safe environments with opportunities for advancement and pay equity.

- ❖ Increase access to employment opportunities
- ❖ Expand awareness about workplace issues that prevent women from advancing, including sexual harassment, cultural differences, the glass ceiling, and pay inequity.
- ❖ Increase women's access to educational resources and opportunities.
- ❖ Heighten awareness about unsafe working conditions for women
- ❖ Increase the number of women in workplace and or elected leadership positions.

PROPOSAL COVER SHEET

Organization Name(s) _____
Address _____

Applicant/Contact Person

Phone Number (Home) _____ **(Work)** _____ **(Fax)** _____
Email Address _____

Project Name _____

Project Description: Briefly state the purpose of the project (1-3 sentences)

Funding Requested Up to \$2,000

Budget Summary:

Equipment _____ Other _____
Supplies _____ Other _____
Operational Costs _____ Other _____
Total Budget _____

Are there additional funds from other sources? Yes ___ No ___ If Yes, list amount(s) and source(s)

Applicant's Statement:

By signing the space below, the applicant, as representative of the applying organization:

1. Affirms that the information in this application is complete and accurate;
2. Agrees to attach Affirmative Action Plan and Equal Opportunity Employer Certificate if applicable.
3. Agrees to provide additional information to the selection committee if requested;
4. Agrees to provide an interim report on use of funds 6 months after disbursement and final report 12 months after disbursement of funds.
5. Agrees to return funds to Soroptimist of Willimantic if not used within 12 months.

Applicant Signature _____ **Print Name** _____ **Date** _____

Proposals must be received by *March 1, 2012* for consideration.

Send completed proposals to:

Soroptimist International of Willimantic
PO Box 485 Mansfield, CT 06250
Attention: Marion Schultheiss Advancing Women Grant
Or email to joanmerritt@charter.net
Soroptimist of Willimantic Marion Schultheiss Advancing the Status of Women Grant

Grant Amount

The organization submitting this proposal should request a specific amount up to \$2,000 and tailor the budget accordingly.

Selection Process

The Soroptimist International of Willimantic Board of Directors will review proposals and select recipient. The committee may require additional information regarding the project, the organization applying for the grant, or partnership organizations.

Use of Funds

The recipient may hold funds for up to one year before disbursement. Partnerships with other clubs, non-profit agencies, service clubs and government programs are encouraged.

Grant funds may be used for:

- Operational costs for a specific program
- Educational materials, brochures
- Equipment and supplies
- Renovations

Grant funds may not be used for:

- Donation to another organization or individual
- Promotional items such as t-shirts, pens, tote bags
- Stipends or expenses for volunteers
- Consulting services
- Deficit financing
- Speaker fees or salaries

Proposal Requirements

Complete instructions for the proposal are included in this packet. The proposal must include the Proposal Cover Sheet and the six part Narrative including Budget information. Project budget information is also required and will include: amount of funds requested, proposed expenses and availability of matching funds or funds from other sources. Incomplete proposals will not be considered.

Application Deadline and Grant Award Date

- Proposals are due no later than March 1, 2012
- Mail 3 copies of the proposal to: Soroptimist International of Willimantic
P.O. Box 485, Mansfield Center, CT 06250, Attention: Marion Schultheiss Advancing Women Grant.
Applications can be emailed to joanmerritt@charter.net in lieu of hard copies.
- All applicants will be notified in writing by 4/1/12 All decisions are final. Funds will be disbursed by 4/19/2012
- For more information regarding completion of the proposal, contact: Joan Merritt 860.642.1977

PROPOSAL INSTRUCTIONS

General Instructions

Proposals should be typed and mailed or emailed to the attention of the Marion Schultheiss Advancing Women Grant. The cover sheet is part of the proposal and should be returned with typed answers in the spaces provided. Supportive printed materials will be accepted if needed to support the application. Incomplete proposals will not be considered.

Cover Sheet

This should be the first page of the proposal. Do not retype this form. It may be scanned onto a computer if format is maintained. Application is available to download at www.soroptimistwillimantic.org. Information can be typed or clearly printed by hand. The application must be signed by the project contact person. Line by line instruction for the cover sheet:

- **Organization Name:** Fill in the full name(s) of the organization(s) applying for the grant.
- **Address:** Fill in the organization address. If more than one organization is involved, use only the mailing address of the contact person's organization.
- **Applicant/Contact Person:** This should be the person completing the proposal that will be responsible for following through with the project if funds are awarded.
- **Phone and Fax Numbers:** Fill in phone and fax (if available) numbers of the applying organization.
- **Project Name:** Fill in the name of the project for which grant funds are requested.
- **Program Goal:** Indicate specifically how this project will benefit women by improving their social/economic status and opportunity or quality of life. Give evidence of demonstrated need in the community.
- **Budget:** Summarize total expenditures. The budget should correspond with the amount requested. Itemize grant funds only.
- **Statement of Applicant:** Read statement; provide signature, name and date signed.

Applicant Criteria

Any established service organization promoting the welfare of women or girls may apply. A representative from the organization should complete the proposal. The contact person should be familiar with all aspects of the proposed project. The contact person should be prepared to follow through with the project during the period grant funds will be used. The organization must be able to provide documentation of an Affirmative Action plan and be an Equal Opportunity Employer if applicable.

PROPOSAL NARRATIVE

- The narrative section of the proposal should be typed.
- Be concise and use simple language. (not more than 5 double-spaced pages)
- Bulleted items and charts as parts of the narrative are encouraged.
- The narrative section must include Part I through Part VI with the headings provided.

Part I - Purpose of the Project (One to two paragraphs)

- State the purpose of the project using the objectives listed in the general description.
- Name the target group.
- Give an overview of methods used to accomplish these objectives.

Part II - Needs Assessment

This section should focus on a particular problem or condition in the lives of women or girls that the project will address.

- State the problem and describe the target group.
- Document the problem. Support your statement with evidence drawn from statistics, experts, anecdotal evidence and/or historical information. If possible present information specific to the project's geographical area.

