

# WOMEN WITH ONE VOICE GRANT GUIDELINES

Women With One Voice (VOICE) grants funds to support new or ongoing programs that benefit women and girls. Generally, Voice supports programs and activities that:

- Focus on health or education of women and girls
- Provide gender-specific solutions to problems facing women and girls
- Expand choices and opportunities for women and girls
- Are lead by women or foster women's leadership
- Effect long term and positive roles for women and girls
- Provide programs for girls with learning or physical disabilities
- Provide programs that build self-esteem through sports, physical fitness or other means

In addition to the program characteristics outlined above, grants will also be made from *Julie's Fund*, an endowed fund created in honor of our former President, Julie Geis, who lost her life in the terrorist attacks on the World Trade Center on September 11. *Julie's Fund* specifically funds programs involving the benefits of sports and physical fitness for women and girls or programs for girls with special needs.

The following additional criteria will be considered in the grant making process:

- The program is designed specifically for women and/or girls
- Geographic area served is within the Kansas City metro area
- Evaluation tools are in place to measure the success of the program
- Overall effectiveness of the program
- Inclusiveness and diversity of participants, staff, and volunteers

We anticipate that all grants will fall in the range of \$1,000 to \$7,000. (Last year the highest grant awarded was \$5,000.)

VOICE will not fund individuals, government agencies, religious organizations for religious purposes or activities, capital fund drives, or political parties or candidates.

The grants awarded will be funded in November.

Applications should be mailed to Women With One Voice, P.O. Box 2165 Lee's Summit, MO 64063.

***Applications must be postmarked by or on September 30.***

# **WOMEN WITH ONE VOICE**

## **GRANT APPLICATION**

### **INSTRUCTIONS**

*NOTE: ALL GRANT APPLICATIONS ARE DUE BY SEPTEMBER 30.*

Applications for grants should not exceed 3 pages (excluding required documentation) and the largest part of your writing should be in response to numbers 18 & 19 of the application for program grants and number 18 for administrative grants. Please answer the questions appropriate to your application (program vs. administrative).

Please address each item in the exact order requested below. On your application, please number the responses to the questions on this form. Order, form, clarity and brevity are important.

Your responses to numbers 18 and 19 are especially important to the success of your application.

### **QUESTIONS**

#### **ALL GRANTS:**

1. One line description of your application request.
2. Name of Agency.
3. Name and agency position of person preparing this grant application.
4. Name and daytime phone number of Board Chair.
5. Briefly describe agency's background; include year agency was founded.
6. Identify the population and geographical area served by agency.
7. Agency's mission statement.
8. Number of agency staff.
9. Number of agency volunteers.
10. Annual agency budget.
11. Percent of budget spent on administration and fund raising.
12. List foundation or private grants with amounts received in the past year.
13. Provide amount of United Way funding, if received.
14. Briefly provide one or two illustrations of your programmatic cooperation with another agency or agencies.
15. Briefly describe any efforts made to share administrative activities, facilities or purchases with another agency or agencies and how those efforts have benefited the organizations involved.
16. Briefly describe your agency's significant past accomplishments.
17. Is your agency willing to provide volunteer support at any VOICE event?

PROGRAM GRANTS ONLY:

18. Set forth a clear, detailed description of the program for which funding is being requested. This description should include a clear needs statement and an explanation of how the program meets the identified need.
19. Set forth a detailed description of expected program outcomes and how they are to be evaluated. Make sure the outcomes relate back to the program description.
20. Provide a reasonably detailed budget for the overall program for which funding is being requested. Indicate how the funds will be spent and over what time period.
21. State the dollar amount requested from Women With One Voice to support this program.
22. Please state total cost of program.
23. Will this grant request partially or entirely fund the program? If partial, please provide percentage.
24. Provide names and amounts of all presently confirmed funding sources for this program.
25. Provide names and describe all other outstanding funding requests for this program.
26. Provide names and qualifications of staff responsible for the program.

ADMINISTRATIVE GRANTS ONLY:

18. Describe in detail the purpose of this grant request including evidence of need and specifically identify a single and distinct agency administrative operations need.
19. If you are requesting funding for printed agency materials, please indicate you will acknowledge the Women With One Voice sponsorship prominently in that material with each publication.
20. State the dollar amount requested from Women With One Voice.
21. Please state total cost of the administrative operations need that is the subject of this request.
22. Will this grant request partially or entirely fund the proposal? If partial, please provide percentage.
23. Provide names and amounts of all presently confirmed funding sources for this program.
24. Provide names and describe all other outstanding funding requests for this program.

**Women With One Voice**  
**2009 Grant Application Cover Sheet**

**NOTE: GRANT APPLICATIONS ARE DUE BY SEPTEMBER 30, 2009**

Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Or Other Contact (if no Executive Director): \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a 501 (c) 3 organization?    YES                      NO

Are you asking for funding for specific programming or administrative operations?  
Programming    YES    NO    Administrative Operations    YES                      NO

**Which type of grant are you requesting?**

**Community Grant Fund** (smaller grants, funded in November)    YES                      NO  
AMOUNT REQUESTED \_\_\_\_\_

**Major Event Recipient** (larger grants, funded in November)    YES                      NO  
AMOUNT REQUESTED \_\_\_\_\_

**Information Required from All Applicants: Submit only ONE copy of the information in this section.** If any of the required documentation is not available, please include a letter of explanation.

**Current Federal Tax-Exempt Letter - 501 (c) 3**

List of Board Members; include their business or other affiliations

**Most recent IRS 990 report**

Current annual budget

Most recent audit report

Letter from Board Chair in support of the application

**GENERAL GRANT GUIDELINES:**

Agencies may apply for one grant in each category

Applications should be typed, neatly spaced on single-sided 8.5 x 11 inch paper using a font **no smaller** than 11 point and reasonable margins.

Use agency letterhead on the first page if possible

**DO NOT** include any other attachments, notebooks, dividers, folders, letters or cover pages.

The pages of the application should be stapled.

Submit 10 copies of the application and 1 copy of the other required documentation (listed above).

Please have each copy 3 hole punched to fit a 3 ring binder.