



## **Women 4 Women Grant Guidelines 2017**

### **Overview**

Women 4 Women (“W4W”) seeks to transform the lives of women and girls in Metro Louisville by funding transformational, high-impact projects. As a result of our 2016 fundraising success we will award at least \$100,000 in grants in 2017. These grants will focus on the following areas: education and leadership; jobs and earnings; health and safety; and social change and the single parent economy.

### **Eligibility**

W4W accepts grant applications from any organization recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. All W4W grant funds must be spent to benefit the citizens of the metropolitan Louisville area and surrounding counties in Kentucky and Southern Indiana.

### **Key Requirements:**

- Recipients of grants must expend funds within one year of grant award
- The funded project must be operational within two years of grant award
- Grant recipients shall agree to provide a final report to W4W or to W4W designee by Dec. 31, 2017.
- A nonprofit organization may submit only one grant application for the 2017 grant cycle regardless of whether it is submitting the application as the lead agency or as a collaborating grant partner.
- Organizations receiving a grant in 2016 are not eligible to apply for a 2017 grant.

### **Evaluation Criteria**

Grant applications will be evaluated according to the criteria listed below. Grant applicants are required to identify one the following focus areas as their project’s focus. The Grants Committee reserves the right to award grants in one or all focus areas. A grant may not be awarded in each focus area.

*Does the project address the Focus Areas identified by Women 4 Women as key areas to address in improving the lives of women and girls in Metro Louisville?*

### **The Focus Areas for 2017 grants are:**

- Education and Leadership
- Jobs and Earnings
- Health and Safety
- Social Change and the Single-Parent Economy

Is the organization creating a fundamental shift in how it provides service by creating new collaborations to address a broader spectrum of the community and/or by affecting a small number of people but in so doing creating a significant change that will have broad community impact?

Does the nonprofit organization submitting the application have the strength and capability to successfully administer the grant, and if applicable, sustain the project?



- The project supports the organization's mission and strategic plan
- The organization's Board of Directors and administrators provide effective operational and fiscal leadership
- The members of the Board of Directors reflect a range of capabilities commensurate with the needs of the organization
- The members of the Board of Directors support the work of the organization both behaviorally and financially
- The organization is financially stable
- The organization conducts effective annual fundraising
- The staff positions indicated for the program are realistic

### **Is the project collaborative?**

W4W encourages nonprofit organizations to collaborate with one another in developing and providing transformational projects. Preference will be given to organizations whose proposal outlines collaboration with one or more community nonprofit organizations.

A collaborative relationship is one between two or more non-profit organizations that lowers costs and/or increases gains for those served by their programs. When two or more organizations collaborate they align their missions and activities to achieve a common goal. A collaboration also meaningfully changes the way participating organizations do business for the long-term and requires Board involvement as a high-level, strategic activity.

The program description in the grant application must clearly explain the role of the collaborating organization(s). The program budget must indicate the collaborating organizations' compensation. A signed certification and a letter of collaboration summarizing each collaborator's role are required from the collaborating organizations.

The lead partner in a collaborative project takes responsibility for completing the application and shepherding the application through W4W's grant process. The lead agency's organizational, financial and IRS data will be examined as part of the application process. All grant funds will be payable to and administered by the lead partner. If the applicant is awarded a grant the lead partner also manages the grant's project and ensures it is completed according to W4W's requirements.

It is also possible and acceptable that an additional organization(s) or individual(s) work on the project as a service provider or partner rather than a full collaborator. This relationship should be fully described and a letter of participation included in the application.

W4W does not fund the following:

- General operating expenses or overhead
- Debt reduction or operational deficits
- Grants to specific individuals
- Endowment or memorial funding



- Interim or bridge funding
- Partisan, legislative or political activities Fraternal, sectarian and religious organizations where the grant is intended for the principal benefit of the organization's own members or adherents, or where the grant is intended for inherently religious activities
- Private foundations
- Legal expenses incurred in any action by or against the organization
- General construction or renovation (unrelated to a specific proposed project)
- Projects that discriminate against race, religion or creed
- Fund drives or annual appeals
- General capital campaigns
- Advertising (unrelated to a specific proposed project)

W4W guidelines are continuing to evolve. W4W reserves the right to change grant award criteria without prior notice at any time.

### **Review Process**

- **The Grant application** may be downloaded from the Women 4 Women website at [w4w.org](http://w4w.org) or requested by contacting W4W and the application will be mailed. An Organization must also submit various documents to accompany the application as requested in the application. Grant applications must be submitted via email only to [Misty@w4w.org](mailto:Misty@w4w.org) no later than February 10, 2017.
- **Initial review:** Women 4 Women Grants Committee will conduct an initial review of all applications and contact applicants with questions or requests for information. If additional information is requested it must be submitted within three business days of the request.
- **Grants Committee:** Women 4 Women Grants Committee members, other volunteers, and financial specialists evaluate each application using the criteria listed above. Initial reviews are conducted in February.
- Women 4 Women Board of Directors will review Grants Committee recommendations and select those applicants that will be presented to Champion members for final selection and approval in April. All applicants approved will be notified by phone within 24 hours of that meeting. Other applicants are notified by email on or before May 15, 2017.

### **Application Instructions**

- Read guidelines carefully prior to completing application
- Answer all application questions completely
- Grant requests must be made in \$5,000 increments and must not exceed \$25,000
- Submit only information that is requested using a font no smaller than 12 points



**DEADLINE for applications: February 10, 2017.**

**INCLUDE ONLY THE INFORMATION THAT IS REQUESTED. DO NOT INCLUDE NEWSLETTERS, EMAILS/LETTERS OF RECOMMENDATION OR PUBLICITY MATERIALS.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

W4W reserves the right to reject any grant application for any reason, including if it is late or incomplete in any way. The Grant Application can be found by visiting [www.w4w.org](http://www.w4w.org) and selecting "GRANT PROGRAM" from the top navigation.

The direct solicitation of W4W board members or W4W grant committee members for support of any grant application is strictly prohibited.