

WOMEN BUILDING COMMUNITY GRANTS
WBC Grants up to \$5,000
Application Form for 2017 – 2018

Please complete this Application in the format requested, following the same page layout, and submit electronically, attached as a pdf to a covering email. Alternatively, you may print the documents in the format requested and send them via postal mail. You must include all required attachments. In your email/letter make sure the name of your organization and name of project to be funded are on the subject line and at the top of each page of the application.

Please save your document in pdf format as WBC Grant_Project name_Organization_2017-2018. Please ensure the **project name** is at the top of each page of your document.

Page 1. COVER PAGE:

1. WBC Grant Project Name
2. Organization Name
3. Organization's Mission
4. Organization's Address
5. Organization's phone number and email address
6. Name of Executive Director/President
7. Federal Tax ID number of applicant or of sponsoring organization
8. Name of Executive Director/President of sponsoring organization if applicable
9. Contact information for Executive Director/President of sponsoring organization
10. Contact name, email address and phone number of **person responsible for this project and who will submit final report**
11. Project Budget Total
12. Amount requested from WBC.
If only partial funding is awarded how will your project be affected? What will you do to change the project or raise additional funds?
13. Estimated number of women and/or girls impacted by this grant.
14. Signature of Executive Director/President of applying organization is required at the bottom of this page

Page 2 and 3 NARRATIVE:

Please do not exceed these two pages. Your narrative should answer the following points.

1. Provide a brief paragraph describing the project for which funds are being sought, include project goals, history if appropriate, primary activities and target population.
2. Provide a statement of need for this project. Describe how the project will address this need and how it would improve the lives of women and girls.
3. Include names of organizations or individuals with whom you will collaborate on the implementation of this project and how they will be involved.
4. Include a timeline for the use of these funds.
5. Provide an explanation of the process that will be used to evaluate the project and to determine if the project has met its goals.

REQUIRED ATTACHMENTS:**Page 4****Project Budget**

A complete, itemized project budget for this grant that lists all project activities, the costs related to each activity, and the source of the funding used to support these costs, including this grant request. In-kind donations, matching funds and additional funds from other sources should be included in the budget.

Page 5

Summary of Annual Budget of organization

Page 6

List of the Organization's current Board Members

Page 7

Signed letter of agreement from fiscal sponsor if applicable

Page 8

If you received a **WBC Grant** during the 2016-2017 grant cycle, a final report for the project, or interim report if the project is not yet complete, must be attached to the 2017-2018 grant application.

In addition, letters of support from partnering organizations and other sponsors are always helpful.