



**City Federation of Women's Organizations
WOMEN BUILDING COMMUNITY GRANTS
Innovation Grant for \$10,000**

2020 Instructions

Application Deadline Thursday, March 26, 2020 at 6 pm

***The application is available in two formats: Word and a fillable PDF.
Feel free to use whichever you prefer.***

The purpose of the Women Building Community (WBC) Grants of the City Federation of Women's Organizations (CFWO) is to act as a catalyst for the improvement of the lives of women and girls in Tompkins County, thus making a contribution to the community as a whole. WBC Grants support all women and girls regardless of race, color, national origin, religion, gender identity (including gender expression), sexual orientation, disability, age, marital status and socio-economic status.

The CFWO Grant Guidelines and Tips describe areas considered for funding, and other useful information. We STRONGLY recommend you review these when writing your application.

To prepare your grant application:

- ___ Maintain the format and page breaks as they appear in this application.
- ___ Use at least 12 Pt font.
- ___ Put the **project name** at the top of each page.
- ___ Complete all required attachments (detailed on the next page).
- ___ Save your document in pdf format using the title of the project in the file name.
- ___ Ensure all attachments also have the same file name.
- ___ Bundle ALL documents requested into ONE pdf Binder. If you need to send more than one document because of size, give the same file name plus a number of the document.

To submit your grant application:

To submit electronically, send an email to grants@womenbuildingcommunity.org with the pdf of your application attached.

Alternatively, you may print the documents in the format requested and send them via postal mail to CFWO, 101 E. State Street, #200, Ithaca, NY 14850.

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.

REQUIRED ATTACHMENTS:

1. Project Budget

A complete, itemized project budget for this grant that lists the costs related to the whole project 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. Be sure it is clear which expenses would be covered by the CFWO requested funds.

The budget should be for the time period during which these funds would be spent. The earliest the funds would be available would be June 1, 2020. Projects must be completed by June 1, 2021.

If this is a collaborative project, specify which expenses would be covered by each partner.

Do not attach the budget for your whole organization.

2. List of the Organization's current Board Members

3. Signed letter of agreement from fiscal sponsor, if applicable

Organizations without a 501 (c) (3) designation are required to be sponsored by a nonprofit organization that does have a 501 (c) (3) designation. Applications submitted by an entity under the auspices of another agency must include a written statement signed by the agency's board president/executive director on behalf of the organization agreeing to act as the entity's fiscal sponsor, to receive grant monies if awarded, and to oversee the proposed project including the final report.

4. Interim/Final report, if applicable

If you received a **WBC Grant** from the CFWO during the previous grant cycle, a final report for the project, or interim report if the project is not yet complete, must be attached to this current grant application. The report forms can be found at

<https://womenbuildingcommunity.org/available/>

In addition, letters of support from partnering organizations and other sponsors are always helpful. Please add these at the end.