



WOMEN BUILDING COMMUNITY

Annual Project Grant Application

Applications are due the third Friday in September by 5pm

Applicants are expected to read and understand the "Guidelines and Tips" for CFWO Grants as listed on the WomenBuildingCommunity.org website before completing this application. Applicants for Unexpected Needs Grants must complete a different application, available at WomenBuildingCommunity.org

Applicants must:

- Meet the minimum requirements as stated in the Guidelines.
- Provide a copy of the organization's most recent annual income and expense statement.
- Provide a list of the names of their Board of Directors.
- Provide a letter signed by their fiscal sponsor assuming responsibility for expenses and final report (if applicable).

Submit this application and attachments to Grants@WomenBuildingCommunity.org

SECTION I: ORGANIZATION INFORMATION

1. Name: _____
2. Address: _____
3. Phone number: _____
4. Name of Executive Director/President: _____
5. Email address for Executive Director/President: _____
6. Federal Tax ID number of your organization: _____
7. Name of person responsible for this project and who will submit the final report: _____
8. Email address of person responsible for this project: _____
9. Phone number of person responsible for this project: _____
10. Is the organization a 501c(3)? If yes, go to Section II. If not, please also complete question 11 a.-d.

11. Provide the following information for your fiscal sponsor:

- a. Organization: _____
- b. Name of Executive Director/President: _____
- c. Email address for Executive Director/President: _____
- d. Federal Tax ID number of fiscal sponsor: _____

SECTION II: PROJECT DESCRIPTION

1. Grant Project Name: _____

2. Is this a new or continuing project? New ☐ Continuing ☐

3. Which of the following community needs will your project address? Select up to 2 of these categories:

☐ **Community Development and Engagement:** Activities that increase participation of women and/or girls in the development of programs that enhance community life or cooperation among neighbors.

☐ **Education, Youth Development, Career Development:** Activities that promote or strengthen the education of women and/or girls, both in and out of the classroom.

☐ **Gender Equity:** Activities that address gender-equity issues.

☐ **Health:** Activities that improve access to physical and mental health and outcomes of women and/or girls.

☐ **Human Services:** Activities that support public safety, employment, food and nutrition, affordable housing and shelter, affordable childcare, disaster preparedness, and other relief for women and/or girls.

☐ **Social Justice:** Activities that seek to remove systemic barriers and obstacles to social equity for women and/or girls.

☐ **Arts and Culture:** Activities that promote and/or support women and/or girls using a variety of artistic or cultural expressions including but not limited to music, dance, literature, and the visual arts.

3. List the specific activities your project will provide to meet this goal and community needs (750 characters)

4. What are the expected outcomes or changes for the participants? (750 characters)

5. Who is the target audience? (300 characters)

6. Approximately how many women and/or girls will be served as participants? (number only)

7. How will you measure the results of your project? Check all that apply:

- ☐ Measure number of participants
- ☐ Measure way participation changed
- ☐ Seek oral feedback from participants
- ☐ Seek written feedback from participants such as surveys or brief questions
- ☐ Describe use of equipment or supplies
- ☐ Measure knowledge gained
- ☐ Measure skills gained
- ☐ Other: _____

SECTION III: PROJECT BUDGET

CFWO grants funds are made available in December and **must be spent** in the following calendar year.

1. In the space below, enter a 12-month itemized project budget, including funds from CFWO and any other sources supporting this project. Applicants are required to list funds from all other sources associated with this project. Do not include the budget for the whole organization; annual income and expenses for your organization should be submitted as a separate attachment.

A. Expense Item	B. Amount of expense to be supported by CFWO Funds (in dollars)	C. Amount of funds from other sources supporting this expense (in dollars)	D. Total Expense (B. + C.)
Totals			

1a. What are the names of organizations providing the other funds as listed for this project?

2. Do you anticipate any barriers to fully spending CFWO funds by December 31st of the award year? If so, please explain.

3. How would the project proceed if the proposed budget only receives partial funding from the CFWO? (700 characters)

4. Is there anything else the grant reviewers should know about this project or organization? (700 characters)

5. Signature of Executive Director/President of applying organization: _____

6. Date of Signature: _____

Disclaimer: CFWO includes information about the projects we have supported on our website and social media as a way of helping future applicants understand the wide range of programs that we fund and the ways in which our grants have benefited the community. By submitting this application, you agree to CFWO posting information about your project.

Along with your application, please submit the following:

1. List of names of your Board of Directors
2. Most recent annual income and expense statement
3. If applicable, a letter from your fiscal sponsor, signed by the Director, indicating they are responsible for overseeing your expenses and the submission of your final report.
4. If you were a grant recipient last year, and have not already done so, provide an interim or final report with your current application.

Save a copy of this application for your records.

Submit the application and attachments to Grants@WomenBuildingCommunity.org

If you do not receive confirmation within 2-3 business days that your application was received, please contact Mrubaii@WomenBuildingCommunity.org