

Women Building Community Grants

Guidelines, Requirements, and Tips

- A. Eligibility for Women Building Community Grants
- B. Types of grants: Annual Project Grants and Unexpected Needs Grants
- C. Grant application dates and deadlines
- D. Additional grant requirements
- E. Tips for writing your grant

The Women Building Community Grants are provided by the City Federation of Women's Organizations (CFWO), founded in 1910. The grants fulfill the mission of the organization which is to serve as a catalyst for the improvement of the lives of women and girls in **Tompkins County of New York State** (*See brief history of the CFWO at the end of these Guidelines). The Women Building Community Grants support women and girls of all races, colors, national origins, religions, gender identities (including gender expression), sexual orientations, abilities, ages, marital status, and socio-economic status.

A. Eligibility for Women Building Community Grants

1. Applicants:

Applications are accepted from tax-exempt nonprofit 501(c)(3) organizations and from governmental agencies serving Tompkins County in New York State. Organizations without a 501(c)(3) designation are required to be sponsored by a nonprofit 501(c)(3) organization. Applications submitted by an entity under the auspices of another agency must include a written statement signed by the agency's board president or 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. **We do not fund individuals.**

2. Project areas considered for funding:

Grants are made to projects that improve the quality of life for **women and girls** in **Tompkins County of New York State**. In addition, projects to be funded must meet at least one of the following criteria:

- Community Development and Engagement: Activities that increase participation of women and/or girls in developing programs that enhance community life and 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 healthcare and outcomes for women and/or girls

- Human Services: Activities that support public safety, employment, food, and nutrition, affordable housing and shelter, 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. Project areas **NOT** eligible for grant funding:

- Requests for funding to reduce or retire debt of the organization
- Projects operated by religious organizations for religious purposes
- Political parties or campaigns
- Administrative and operating costs not directly related to the proposed project
- Annual appeals and membership contributions
- Endowment campaigns
- Projects outside of Tompkins County in New York State

B. Types of grants: Annual Project Grants and Unexpected Needs Grants

1. Annual Project Grants

Grants in any amount, from \$1,000 not to exceed \$15,000, are awarded annually. Projects are funded for the period January 1 through December 31 and must be completed by December 31 unless approval is given otherwise. Full or partial funding may be awarded for new or ongoing projects. The application form can be found [here](#). **Download** the form, insert your information, and return it, by the due date, to the email address on the form.

2. Unexpected Needs Grants

Grants for unexpected needs up to \$1000 may be awarded to eligible organizations throughout the year. Organizations with unexpected needs for programs that meet eligibility criteria may apply for a grant. The application form can be found [here](#). Note: The review process and receipt of funds, if approved, may take 4-6 weeks.

C. Grant application dates and deadlines

1. Annual Project Grant applications are accepted once a year in the fall; the deadline is **5 PM** on the **third Friday of September**. Applicants will be notified in November of the Board's decisions and grant funds will be distributed in December. Projects must be completed, and all funds spent by December 31st of

the year following receipt of the funds. A final report is due within one month of completion of the project.

2. Unexpected Needs Grant applications are accepted throughout the year. Applicants will be informed of the Board's decision within 4-6 weeks. A report is due within one month after funds are spent.

D. Additional grant requirements

1. Final report requirements
 - a. All Annual Project Grant recipients must submit a final report upon completion of their project. The final report form may be downloaded from [here](#). Final reports are due no later than January 31 of the year following the year in which the project is funded. Final reports for Unexpected Needs grants must be submitted upon completed use of the funds. The Final Report form may be downloaded from [here](#).
 - b. Organizations that apply for a new grant before submitting a final report for an existing project must submit an interim report [\(link\)](#) with the new grant application.
2. Acknowledgements and publicity
 - a. Women Building Community grant recipients must acknowledge the City Federation of Women's Organizations as a funding source in all publicity and promotional material about the funded project.
 - b. Women Building Community grant recipients may be asked to share information about their projects. In such cases grantees must obtain permission from participants to share any personal information including photographs.

For questions about these grant guidelines, please contact grants@womenbuildingcommunity.org

E. Tips for writing your grant application

1. The following may be useful as you prepare your request for a CFWO grant:
 - Get feedback from an outsider. Ask someone who is not familiar with your work to read your application materials. A fresh reader can help spot gaps in your narrative or items that need more explanation.
 - Attend CFWO grant information session (see website for date and time).
 - Check that you have included criteria for evaluating success of the project and that evaluation methods seem appropriate.
 - Remember, the grant application form is fillable only if you first **download** the form. It will not work if you just save it as a PDF.

2. If your organization is not specifically focused on women and/or girls, consider the following:
 - Clarify how the funding you request from CFWO will be used for women and/or girls. For example, if a program offers six scholarships, your grant request might cover three reserved for female applicants.
 - Pay extra attention to the budget to be sure CFWO Board members can understand how the grant will target women and/or girls.
3. Check your work:
 - Proofread your application.
 - Check your math. Does the budget clearly account for the requested funding? Is it clear how you will spend the CFWO funds?
 - Include all the requested information and the necessary signatures.
 - If you have received CFWO funding previously, check that you have submitted the interim or final report.
 - Be sure to submit your application and all required attachments by the deadline.
 - We will not accept additional narrative information. Be sure your responses are complete, succinct, and fit within the character limit.

***Brief History of the CFWO, HISTORY of CFWO and the CFWO Grant Program:**

The City Federation of Women's Organizations was founded in 1910 by the Ithaca Woman's Club, the Political Study Group (now the League of Women Voters) and the Women's Christian Temperance Union (now dissolved), believing that they could accomplish more by working together. The CFWO was incorporated in 1912. In 1920 the Federation purchased the property on the corner of Seneca and Cayuga Streets in downtown Ithaca. The original house, and a more modern building that later replaced it, were known as the Women's Community Building (WCB). Through the years member organizations (for many years totaling over sixty) enabled the CFWO to provide housing for women, community meeting space, and to serve as an incubator for numerous efforts enriching the lives of women and children in our community. The proceeds from the sale of the WCB in 2012 now fund an endowment to continue the CFWO mission through grants.