

Instructions for 2018 Grant Application for the Women's Fund of Portage County

We are again using an electronic application in 2018. Please fill in the form below, use a text document where necessary, answer all questions and email everything to

grants@womensfundpc.org

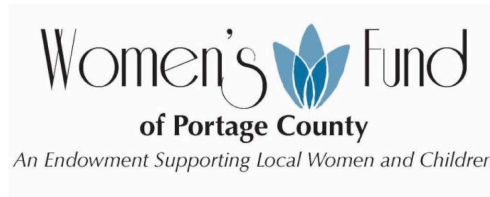
Download this form to your computer before you fill in the boxes. Save the form and attach it in an email to us. Some questions require a separate sheet. When you attach the form, also attach the separate sheets.

Our deadline is February 16, 2018

No Late Applications will be accepted

Thanks for your work in our community.

Katherine Young, Allocations Committee Chair
grants@womensfundpc.org



Section 1: 2018 Grant Application / Summary Information

Name of Organization

Address

City, State, Zip

Phone

Web site

Contact Person

Phone

E-mail

Tax Exempt? Yes
 No

If yes, FEIN

If no, describe your organization

Name of program/
project

Amount requested

Total project budget

Time frame for budget

Time frame for project

Preferred payment date

In 50 words or less,
describe your project/
request

Section 2: Grant Application Detail

Please respond to the following questions in a separate Word document. Keep your answers brief.

1. How is your project relevant to the mission of the Women's Fund of Portage County "to empower women philanthropists by creating opportunities to fund programs that will develop the full potential of women and children"?

2. List project goals.

3. Describe your target population.
How many people are expected to be served?
Is this an emerging or increasing need?

4. Why is this project important in our community?
Are other groups working on this need, and if so, how are you collaborating?

5. How will each of your goals be measured? Be specific about measurement tools.

6. How is your organization staffed to accomplish your project?

Section 3: Budget Detail		
Project name		
Fiscal Year of Project		
Income	Secured	Pending*
Women's Fund of Portage County		
Agencies (i.e.) United Way		
Corporations		
Government		
Individual Contributions		
Parent/umbrella Organization		
Events		
Other (specify)		
Total Income		
Expenses		
Equipment/Supplies		
Facilities/Occupancy		
Meeting/Travel		
Printing/Promotions		
Postage		
Salaries/Wages		
Other (specify)		
Other (specify)		
Total Expenses		

Section 4: Authorization

The undersigned, an authorized representative of the organization or program/project does hereby certify that the information set forth in this grant application is true and correct.

Name:

Title:

Date:

Please provide a brief narrative explaining the project budget and include your organization's balance sheet on a separate page. Attach these documents, completed application & attachments and send to grants@womensfundpc.org

APPLICATION DEADLINE: FEBRUARY 16, 2018

NO LATE APPLICATIONS WILL BE ACCEPTED

You will receive an acknowledgement that your grant application has been received within 24-hours of submission.

**If you do not receive this acknowledgement, please contact
Katherine Young, Allocations Committee Chair
grants@womensfundpc.org
715-350-1322**