# WOMEN'S GIVING CIRCLE GRANT WRITING GUIDELINES

**The mission of the Women's Giving Circle, a fund of the Eau Claire Community Foundation, is to raise money and distribute contributions to programs that improve life for women and children in the Eau Claire area.**

## Program Grant
## Eligibility and Restrictions:

- The applicant must have a 501(c)(3) IRS tax exempt designation or be a governmental, religious, or educational organization.
- The applicant's proposal must address the needs of women and/or children.
- The applicant's proposal must serve the greater Eau Claire area subject to the geographical limitations of the Eau Claire Community Foundation.
- The applicant's proposal must not discriminate on the basis of race, ethnicity, sexual orientation, disability, or religion, and must demonstrate cultural sensitivity in the implementation of the project.
- If an organization is funded by the Women's Giving Circle in two consecutive years, its application will not be considered in the third year. However, it can apply again in the fourth year.
- Because of limited funds the following will not be supported:

  Annual fundraising drives
  Asset purchases not related to the proposed program
  Capital campaigns
  Endowments and debt reduction
  Ongoing operating expenses or building funds
  Political parties, candidates, or partisan activities
  Programs with a religious focus
  Scholarly research
  Travel grants not directly supporting the implementation of the proposed program

## Allocated funds must be used during the specified grant cycle:

January 1 – December 31 of the year following the grant award

## Evaluation Criteria:

The Women's Giving Circle Fund favors **programs** that:

- Give a clear and concise explanation of the program in the grant application.
- Fulfill the applicant's mission statement
- Positively impact the lives of women and/or children in the greater Eau Claire area
- Establish measurable goals and have an evaluation process for reviewing and promoting best practices
- Demonstrate how positive outcomes of the program will be sustained
- Do not duplicate services provided by other community organizations

## Application Process:

Program Grant Applications will become available in early April of each year.  For further information or application materials, visit the Women's Giving Circle page of the ECCF website at http://www.eccommunityfoundation.org/lasting-impact/leadership-initiatives/wgc/. You can also contact the ECCF at 715-552-3801 or grants@eccfwi.org.

**You must use the online Women's Giving Circle application form to submit your application.** All required supporting documents can be uploaded directly onto this form. They are:

1. Letter or certificate indicating 501(c)(3) and/or 170(b)(1)(A) tax status from the Internal Revenue Service for your organization or your fiscal agent
2. Most recent CPA Audit Report or Financial Report
3. Current year operating budget, including expenses and revenue
4. List of current Board of Directors or equivalent governing body members
5. Letters of support (required if another organization or individual is integral to the completion of the project and/or is a fiscal sponsor)

**The application form must be submitted by July 1.**

Awards are announced in November for grant funds to be used between January 1 and December 31 of the following year.

## Follow-Up Requirements:

**The final Grant Report is due within 30 days of program completion or by Jan. 31 of the year following program implementation, whichever comes first.**

Grant Report forms will be sent to WGC grant recipients.

Grantees should acknowledge the following fund in all publicity materials related to their grant-funded program:

***"The Women's Giving Circle Fund of the Eau Claire Community Foundation."***

Our logo is available upon request and should be used where appropriate. Recipients are also asked to document their program with photographs, which should be submitted using the Grant Report Form along with copies of any press releases, media coverage, or newsletter articles.