2021 Applicant's Guidelines for Interpreting and Responding to Questions
Eau Claire Community Foundation

The following guidelines are intended to help you interpret and answer the questions included in the Women's Giving Circle Grant Application. You need not respond to every question included below. Rather, these are ideas for consideration, presented as "questions to ask yourself" as you prepare to describe your proposed program and write your answers to the individual items.

Consider that the scale below will be used to evaluate your response to each item on your application:

1. **Poor** - the response lacks clarity, fails to address the topic or provides information that is not relevant.

2. **Fair** - the response provides a minimal amount of relevant information, is confusing or lacks adequate supporting information and/or data.

3. **Good** - the response is stated with adequate clarity and provides relevant information.

4. **Very Good** - the response is very clearly stated, provides information in a logical manner, i.e., if a list is requested, a list is provided and the response provides necessary supporting information.

5. **Excellent** - the response meets all of the criteria listed to receive a "4" rating and is done in a manner that clarifies and provides all that you need to know relative to the proposed program.

Proposal Overview
Nature and Purpose of the Proposed Program: Describe your grant request. IMPORTANT: This will provide the basis for evaluation of your application. Include what you hope to accomplish with this program.
In this space give an overview of your proposed program. It is best to write the overview after you have completed the proposal. Explain your main points as simply as possible, i.e. title, purpose, who will it help, how will you recognize success. Ask yourself:

- What led to the decision to develop this program? Why is this program necessary?

- What do you plan to do? What knowledge or expertise do you or your organization have that will enable you to carry out this program?

- What are the characteristics of the population you will be working with?

- What do you hope to accomplish? How will this program help your target population?

- How will you know if you have been successful? (How will you recognize success?)

Program Information

1.Mission statement: State the mission statement of your organization. Explain how this grant proposal helps your organization meet its mission.

- Is the mission statement for your organization clearly stated? Does it reflect why the organization was created?

- Does the proposed program fall within the scope of your mission statement? Does your response clearly describe and clarify how the program being proposed furthers the mission of your organization?

2.Community needs: Identify what need(s) in the Eau Claire area your proposal addresses. Explain how you identified and documented this/these local need(s).

- Does your response clearly identify a need experienced by women and/or children (18 and under) in the Eau Claire area?

- Does your response clearly describe how the need(s) was determined? Are statistics given? Are **local** statistics provided? Are sources for the statistics identified? Was a survey(s) done to identify a need? Were surveys cited done locally?

3.Program differentiation: Describe how the proposed program differs from other similar programs in the Eau Claire area. Explain how it will avoid duplicating the services other organizations offer.

- What similar programs can you cite? Are they local programs? In what ways are they similar or different?

- Are the ways in which the proposed program differs from the similar programs clearly explained?

- Have you explained in what ways the proposed program offers something new and/or innovative?

4.Collaboration:List other organizations (if any) that are collaborating on this program and describe their roles. If no collaboration is involved, explain why you believe your organization is capable of successfully implementing this program on its own.

- What other organizations and/or nonprofits did you contact or discuss this program with? Why did you make these contacts?

- How were you able to help that organization or how was that organization able to help you? Was a decision made to work on this program together?

- If a cooperative program was developed, what contributions will the other organizations make?

- If no other organizations are involved in developing or completing your program, how will you be able to implement the program without assistance?

5. **Timeline:Provide the timeline for your proposed program. Use numbering to list the planning stages, tasks, and events in chronological order. REMINDER: WGC grant dollars can only be used from January 1, 2022 to December 31, 2022.**
   - What events are important to your program and need to be included in your timeline? What dates? What information?

   - The question asks for a numbered list. Have you provided a list?

   - Have you included critical dates, activities and events? Have you provided a clear chronology?

6. **Program activities:List up to three major program activities <u>AND</u> explain how they will help you accomplish the purpose of your program. Number each activity if you have more than one.**
   - How do the activities listed relate to the program you are proposing? Why are they significant? Are they listed in any specific order, chronological, importance?

   - How were these activities developed or selected?

   - Have you given a clear description of each activity, i.e. what will be done, who will provide direction, who will be involved?

7. **Program evaluation: List up to three ways you can determine whether you accomplished the purpose of your program.**

   - What evaluation methods do you plan to use with your program activities? (interviews, tests, observations, data recording, self-reports). How can you best explain your evaluation methods and why they were selected?

   - Who will evaluate the activities?

- How will the results of these evaluations be recorded, compiled and communicated?

8. **Program staffing:** **Describe how your program will be staffed and managed. (Include both paid staff and volunteers.)**
   - Who will be included in the staff involved with your proposed program (not the organization, the proposed program)? Paid? Volunteer?

   - What staff is necessary to accomplish the activities and purpose of your proposed program? Is that staff clearly described? Is it clear how staff will interact with the target population? Is it clear how staff and activities will be scheduled and coordinated?

9. **Program sustainability:** **Explain what impact and lasting effects your program would have on the target population.**
   - Have you clarified what impact and lasting effects your proposed program hopes to have on the target population? Is the impact program related? Is the impact target population related?

   - How best can you describe both the impact and lasting affects you want your program to have on the target population? How will you determine your level of success?

10. **Women's Giving Circle Mission:** **Explain how your proposed program would further the mission of the Women's Giving Circle:**
    - Given the mission statement of the Women's Giving Circle *"To improve the quality of life for women and children in the greater Eau Claire area through collective philanthropy,"* how might it be furthered/enhanced by your proposed program?

    - How well does your proposed program, its target population, its timeline, its stated activities, its desired accomplishments and its management plan fit with and further the mission of the Women's Giving Circle?

    - Have you explained how the community need you have identified fits with the mission of the Women's Giving Circle?

Financial Information
Women's Giving Circle Funding: Explain your requests for grant support in each budget category. Enter $0 for irrelevant budget items and NA for

irrelevant text boxes.

- Review the Financial Information questions and the various categories included. What do you need to include in each category?

- Does the "**Total WGC Funding**" listed on the application match the "**Amount requested from the Women's Giving Circle**"?

- Are the amounts to be covered by the Women's Giving Circle dollars noted and clarified as needed?

- Have you given a clear explanation as to how the Women's Giving Circle funds will be used? Does it correlate with the amounts included in the Financial Information? Does the use of these funds fit with the mission of the Women's Giving Circle?

- Have you provided justification of each budget item provided? Have you given necessary clarification for the presentation of the budget information?

- Have you reviewed the Program Grant Eligibility and Restrictions to confirm that your proposal is in compliance with the following requirements:

  - 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 18 years of age and younger.
  - The applicant's proposal must serve the greater Eau Claire area subject to the geographical limitations of the Eau Claire Community Foundation.
  - The Women's Giving Circle does not make grants to organizations that discriminate on the basis of race, ancestry, color, age, familial status, disability, religion, gender, sexual orientation, marital status, lawful sources of income, national origin, or any other discriminatory practice prohibited by state or federal law 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.
  - Funding for the following will be considered on a case-by-case basis:

- Travel grants not directly supporting the implementation of the proposed program
  - Requests from endowments
  - Requests from foundations
- Because of limited funds the following will not be supported:
  - Annual fundraising drives
  - Asset purchases not related to the proposed program
  - Capital campaigns
  - Debt reduction
  - Ongoing operating expenses or building funds
  - Political parties, candidates, or partisan activities
  - Programs with a religious focus
  - Scholarly research