

## **2023 GENERAL GRANT WRITING GUIDE WOMEN'S GIVING CIRCLE**

**The mission of the Women's Giving Circle, a fund of the Eau Claire Community Foundation, is to improve the quality of life for women and children in Eau Claire County through collective philanthropy.**

### **Grant Eligibility and Restrictions:**

- Applicants will need to submit evidence of 501(c)(3) IRS status, or another qualified 501(c)(3) organization must agree to serve as fiscal agent.
- Applications from tax-exempt entities like government, educational and religious organizations are also accepted.
- The applicant's proposal must address the needs of women and/or children 18 years of age and younger.
- The Women's Giving Circle makes grants to nonprofit agencies located in Eau Claire County, or to those able to demonstrate significant impact within this area.
- 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 the organization 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.
- The Women's Giving Circle supports proposals that have been planned considering overall community needs and *do not duplicate existing services*.
- Funding for the following will be considered on a case-by-case basis:
  - Travel grants that do not directly support the implementation of the proposal.
  - Requests from endowments and foundations.

## Eau Claire Community Foundation

- Because of limited funds the following will not be supported:
  - Annual fundraising drives
  - Asset purchases not related to the proposal
  - Capital campaigns
  - Debt reduction
  - Ongoing operating expenses or building funds
  - Political parties, candidates, or partisan activities
  - Proposals with a religious focus
  - Scholarly research

### **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 *proposals* that:

- Give a clear and concise explanation of a new or ongoing proposal.
- Fulfill the applicant’s mission statement
- Positively impact the lives of the target population of women and/or children in Eau Claire County.
- Establish a clear purpose for the proposal and explain how it will be determined whether or not the purpose has been accomplished.

### **Application Process:**

Applications for grant proposals will become available on April 1 of each year. For further information or application materials, visit the Women’s Giving Circle page of the ECCF website at <https://eccfwi.org/lasting-impact/wgc/> You can also contact the ECCF at 715-552-3801 or [grants@eccfwi.org](mailto: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 the application. They are:

1. Budget: Organization's current overall operating budget, including expenses and revenues.
2. Proof of tax-exempt status: Copy of tax-exempt status letter from the IRS, Government Certificate of Exemption, or equivalent proof of tax-exempt status.
3. Year-to-date financials: Your organization’s most recent financials, including your balance sheet and statement of activities.
4. Board of Directors: List of current Board of Directors or equivalent governing body members.
5. Letter(s) of Support (required if you have a fiscal sponsor): A letter of support is required if another organization or person is integral to your grant proposal and/or is a fiscal sponsor. If you have more than one letter of support, please combine them into one document and upload them here.
6. Organization logo: Please upload your organization’s logo if you have one. (This will be displayed at the WGC Spring Gathering if your grant proposal is funded.)

**The application form must be submitted by June 15.**

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 proposal completion or by January 31 of the year following proposal 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 proposal:

***“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 proposal with photographs, which should be submitted using the Grant Report Form along with copies of any press releases, media coverage, or newsletter articles.