2024 Applicant Guide to Answer Questions
Women's Giving Circle

The following guidelines are intended to help you interpret and answer the questions in the Women's Giving Circle Grant Application. You need not respond to every question. These are ideas for consideration, or "questions to ask yourself" as you describe your proposal and answer the questions on the application.

The scale below will be used to evaluate responses on your application:

POOR – the response fails to address the topic, provides information that is not relevant, and lacks any supporting information and/or data.

FAIR – the response provides a minimal amount of relevant detail, is confusing, and provides a minimal level of supporting information and/or data.

GOOD – the response provides some relevant detail (which may include supporting information and/or data) and is stated with adequate clarity.

VERY GOOD – the response provides many of the requested details (including most of the expected necessary supporting information/data) and is clearly and logically stated.

EXCELLENT – the response provides all the requested details (including most, if not all, of the expected necessary supporting information/data) and clarifies/provides valuable insight into how the applicant's request supports the overall proposal.

Application Overview

Nature and Purpose of the Proposal
Describe your grant request. IMPORTANT: This will provide the basis for evaluation of your application.

Give an overview of your proposal. Simply explain your main points i.e., title, purpose, who will it help, how will you recognize success. Ask yourself:
- What led to the decision to develop this proposal? Why is it 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 proposal?
- What are the characteristics of the population you will be working with?
- What do you hope to accomplish? How will this proposal help your target population?
- How will you know if you have been successful?

Application Information

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

- Is your mission statement clear? Does it reflect why the organization was created?

- Does the proposal fall within the scope of your mission statement? Does your proposal clearly describe how it furthers the mission of your organization?

2. Community needs: Identify the need(s) in Eau Claire County your proposal addresses. Explain how you identified and documented community needs.

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

- 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 the surveys cited done locally?

3. Proposal differentiation: Describe how the proposal differs from similar programs/services currently offered in Eau Claire County. Explain how it will avoid duplicating the services other organizations offer.

- What similar programs can you cite? Are they local?

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

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

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

- What other organizations and/or nonprofits did you contact or discuss this proposal 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 the decision made to work together?

- If a cooperative proposal was developed, what contributions would the other organizations make?

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

5. Timeline: Provide the timeline for your proposal. Use numbering to list the planning stages, tasks, and events in chronological order. REMINDER: WGC grant dollars can only be used from January 1, 2025 to December 31, 2025.

- What events, and/or major tasks, are important to your proposal and need to be included in your timeline?

- Within your numbered list, have you included critical dates for these events and/or major tasks? Have you provided a clear chronology?

6. Proposal activities: List up to three major activities AND explain how they will help you accomplish the purpose of your proposal. Number each activity if you have more than one.

- How do the activities listed relate to your proposal? 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. Proposal evaluation: List up to three ways you can determine whether you accomplished the purpose of your proposal.

- What evaluation methods do you plan to use? (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. Proposal staffing: Describe how your proposal will be staffed and managed. (Include both paid staff and volunteers.)

- Who will be included in the staff involved with your proposal (not the organization but the proposal)? Paid? Volunteer?

- What staff is necessary to accomplish the activities and purpose of your proposal? Is the staff clearly described? Is it clear how staff will interact with the target population?

9. Proposal impact: Explain what impact and lasting effects your proposal would have on the target population.

- Have you clarified what impact and lasting effects your proposal hopes to have on the target population?

10. Women's Giving Circle Mission: Explain how your proposal would further the mission of the Women's Giving Circle: To improve the quality of life for women and children (18 and under) in Eau Claire County through collective philanthropy.

- How well does your proposal address your target population, timeline, activities, desired accomplishments, and community needs and do the components fit together to further the mission of the Women's Giving Circle?

- Have you explained how the community needs you identified fit 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 specific to your proposal to the Women's Giving Circle?

- **The TOTAL AMOUNT of grant support you are requesting from the Women's Giving Circle found in the Application Overview section MUST EQUAL the amount you enter in #5 Total WGC Funding in the Financial Information section.**

- Have you given a clear explanation how the Women's Giving Circle funds will be used? Do they 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 for each budget item provided?

Grant Eligibility and Restrictions

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