

BucksWomen

The Bucks County Women's Fund, Inc.

2010 Grant Application and Guidelines

Must be received by 4 p.m. Monday, November 16, 2009

(Please feel free to call us with any questions about this application process.)

The Bucks County Women's Fund, Inc.

P.O. Box 1617, Doylestown, PA 18901

215.345.5440 > info@bcwf.org > www.bcwf.org

A member of the National Network of Women's Funds.

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Our Mission: The Bucks County Women's Fund improves the lives of women and girls through advocacy, education, partnerships and grants. Managed by women, we build gender equity, create social change, and promote a culture of philanthropy among women and girls.

Our Vision: The Bucks County Women's Fund invests in women's lives and girls' futures to achieve a society that values, respects and supports all women.

Our Current Grant Making Focus: The BCWF Board has designated three areas of need as our current funding priorities:

1. Economic Security and Self-Sufficiency for Women. Empowering women, enhancing their safety, and removing barriers to their self-sufficiency. Many other needs are interconnected with financial self-sufficiency, such as (but not limited to):

- a. employment and education needs
- b. affordable, quality housing
- c. health care
- d. safety and reduction of violence against women and children
- e. child care

2. Next Generation Leadership. Creating a pipeline of future women leaders by nurturing the personal development (self-esteem, leadership, advocacy experience, and philanthropy experience) of all women, especially young women and girls. Also, empowering more women to pursue positions of influence and authority (elected and appointed; national, state and local; public, for-profit, and nonprofit).

3. Access to Information and Services. Improving access to affordable, quality services, which in turn, improves the quality of life for all. Empowering women, through information about existing services and resources, to help themselves and their families get what they need, including (but not limited to) such examples as:

- a. physical and mental health care
- b. child care
- c. early childhood education
- d. housing
- e. opportunities to volunteer/build community

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Desired Impact: In each of the priority areas listed ahead, we want to support:

1. Impact that empowers and improves the lives of women and girls
2. Impact that is focused on long-term, systemic, societal change (see definition below)
3. Impact that is measurable
4. Impact that builds awareness of remaining needs in Bucks County and strategies that may work to address them
5. Impact that leverages additional resources for women and girls in Bucks County
6. Impact that builds positive collaboration across organizations to do all of the above

The BCWF defines long-term, systemic, societal change initiatives as those that change ideas, assumptions, attitudes and behaviors that are harmful to women and girls, or impede their ability to achieve to their potential. Specifically, applications should include one or more of the following:

- sustainability, so that the change continues to occur even after direct intervention ends
- creation of observable changes in how people are thinking, talking, and behaving about an issue
- engagement of people and communities in civic action
- development or change of public or corporate policies
- an education component to support long-term change
- a research component that can lead to tangible criteria for measuring outcomes
- opposition to gender-equity inequality

Grant Requirements

1. Applicants must be nonprofit organizations with confirmed 501(c)3 tax-exempt status.
2. Applicants must serve the needs of women and girls in Bucks County, PA.
3. BCWF does not accept applications for grants to: individuals (e.g., scholarship or financial assistance); religious organizations for religious purposes; endowment or capital campaigns, or campaigns to elect candidates to office.
4. For your information, our past grants have ranged from \$2,500 - \$10,000.
5. As part of the application process, applicants must be available for a brief site visit from our Allocations Committee.
6. Final grant recipients will be required to (1) provide BCWF with certain periodic information about the progress and results of the project, (2) attend our annual awards event on March 11, 2010 and make a very brief presentation on the funded project, and (3) be available for possible visits from BCWF during the life of the funded project.

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Summary of Grant Making Timeline

Applications due	November 16, 2009
Site visits and committee evaluations	By arrangement in January 2010
Board approval	February 9, 2010
Applicant notifications	February 12, 2010

Instructions for Grant Applications

1. Complete all items on the form. If a question is not applicable to you, mark it "N/A."
2. Please type, or write strongly and clearly.
3. The following attachments must accompany your application:
 - Legible copy of your IRS Determination Letter, showing your 501(c)3 status
 - Latest annual budget for your organization
 - A detailed project/program budget
 - Latest IRS Form 990, including Schedule A
 - List of your governing board and executive staff
 - Organization and project brochures, annual report, or other publications, as available
4. Mail grant application and all attachments to the **Bucks County Women's Fund, PO Box 1617, Doylestown, PA 18901**, or deliver them to **956 Town Center Office Park, New Britain, PA**, to be received in our New Britain office **by 4 p.m. on Friday, November 16, 2010**. No exceptions please.

See page 5 for grant application.

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Summary Information: Date:

Name of organization: _____

Mailing address: _____

Street address, if different: _____

Phone: _____ Fax: _____ Web Site: _____

Year organization was established: _____ Federal Tax ID #: _____

Size of paid staff: _____ Full-time _____ Part-time

Current fiscal year organization operating budget:

Revenues: \$ _____ Expenses: \$ _____ Total Assets: \$ _____

Title of program / project for this grant application:

Is this project new or existing? _____ New _____ Existing

Total project budget: \$ _____ Over what period of time: _____

Request from BCWF : \$ _____

Does this project address: _____ Economic security and self-sufficiency for women
_____ Next generation leadership
_____ Access to information and services
_____ Other:

Brief description of the project (maximum 50 words):

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Does the organization and/or board members and/or executive staff have any significant personal or business relationships with BCWF board or staff members, that you know of? If so, please describe.

Contact person for this grant application:

Name: _____ Signature: _____

Title: _____

Telephone: _____ Email: _____

Chief Executive Officer:

Name: _____ Signature: _____

Detailed Information: You may answer those specific questions below that are relevant to your program/project, or provide a narrative addressing those questions. The narrative should not exceed eight (8) pages, and please use no smaller than 12-point font size.

1. Organizational Overview

- Mission, Vision, History
- Operations, core programs, staffing

2. Proposed Program / Project

- State the need/problem you seek to address
- Outline the program's objectives, proposed strategies/activities, and timeline
- Who is the target population?
- What is the expected size of the population to be served?
- Describe the demographics of the population to be served (age, ethnicity, geography, race, socio-economic level, other?)
- List any existing or potential inhibitors (factors that slow your progress) or accelerators (factors that advance your progress) of which you are aware that could impact this work
- Does this project provide community leadership for women's issues in Bucks County?
- Can this program be easily replicated?
- Assess your organization's capacity to undertake this program
- What is your expected outcome at the end of the project?

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3. BCWF's Funding Priorities

- Which of BCWF's three areas of funding priorities does this program address, and how?
- How does this program contribute to long-term, systematic societal change as defined above?
- Does your organization and/or this program have an advocacy component?
- How does this program provide advocacy strategies beyond your normal activities?
- Describe any similar initiatives in Bucks County, and why yours is different and needed
- Describe how you are working with other organizations concerned with similar issues, if applicable. Does this project have opportunities for collaboration with other organizations, now and/or in the future?

4. Evaluation Plan

- How will you measure the effectiveness of the project? How will you get feedback from the project's beneficiaries?
- How will you know if the project has met its goals? What are your criteria for success?
- How does this project address BCWF's desired impact criteria listed ahead?

5. Budget

- Provide the latest annual budget for your organization and a detailed budget for this project
- What is your percentage split of administrative/fundraising to direct program expenses?
- For each budget expense line item for which you are requesting funding, give a concise one or two sentence description
- Have you sought or will you seek other funding for this program? If so, please list other amounts requested and status. If other funding has been received, list funder(s) and amount(s). If necessary, where will you seek additional funding?
- How will you sustain the project and/or its impact after the BCWF funding period is over?

6. Other

- Describe how you will publicize the receipt of this grant
- Describe how Bucks County women and/or girls will benefit from your partnership with The Bucks County Women's Fund

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