

**Marion
Schultheiss
Advancing Women
Grant
2008**

General Information and Proposal Instructions

Deadline March 10, 2008

**Soroptimist International
of
Willimantic**

PROPOSAL COVER SHEET

Organization Name(s) _____

Address _____

Applicant/Contact Person

Phone Number (Home) _____ **(Work)** _____ **(Fax)** _____

Email Address _____

Project Name _____

Project Description: Briefly state the purpose of the project (1-3 sentences)

Funding Requested Up to \$2,000

Budget Summary:

Equipment _____ Other _____

Supplies _____ Other _____

Operational Costs _____ Other _____

Total Budget _____

Are there additional funds from other sources? Yes ___ No ___ If Yes, list amount(s) and source(s)

Applicant's Statement:

By signing the space below, the applicant, as representative of the applying organization:

1. Affirms that the information in this application is complete and accurate;
2. Agrees to attach Affirmative Action Plan and Equal Opportunity Employer Certificate if applicable.
3. Agrees to provide additional information to the selection committee if requested;
4. Agrees to provide an interim report on use of funds 6 months after disbursement and final report 12 months after disbursement of funds.
5. Agrees to return funds to Soroptimist of Willimantic if not used within 12 months.

Applicant Signature _____ **Print Name** _____ **Date** _____

Proposals must be received by *March 10, 2008* for consideration.

Send completed proposals to:

Soroptimist International of Willimantic

PO Box 485 Mansfield, CT 06250

Attention: Marion Schultheiss Advancing Women Grant

GENERAL INFORMATION

Description

The Marion Schultheiss Advancing Women Grant award will be given to start up or continue a project in our community that benefits women. Award amount is \$2,000. Funding is provided by Soroptimist International of Willimantic.

Project Requirements

To receive funding, the proposed project must fulfill **ALL** of the following requirements:

- Benefit women or girls by improving their social/economic status and opportunity or quality of life
- Address demonstrated need in the community

Project Objective: Must match one of the following objectives.

Human Rights--- Women will live free from all forms of violence and discrimination.

- ✓ Enhance awareness about domestic violence as a problem.
- ✓ Decrease domestic violence against women.
- ✓ Heighten awareness about trafficking of women and girls.
- ✓ Decrease trafficking of women and girls.

Status of Women and Girls--- Women and girls will enjoy enhanced status and will be encouraged to achieve their full potential.

- ✓ Heighten awareness about economic inequities facing women throughout the world.
- ✓ Improve women's access to funding for income generating ventures.
- ✓ Heighten awareness about women's health issues and treatment.
- ✓ Increase access for women to health care and information.
- ✓ Heighten awareness of challenges facing women and young girls. (poverty, sexual abuse, teen pregnancy, eating disorders, etc.).
- ✓ Expand opportunities for positive experiences and activities for girls.

Working Women--- women will work in safe environments with opportunities for advancement and pay equity.

- ✓ Expand awareness about workplace issues that prevent women from advancing, including sexual harassment, cultural differences, the glass ceiling, and pay inequity.
- ✓ Increase women's access to educational resources.
- ✓ Heighten awareness about unsafe working conditions for women, including work in sweatshops and domestic violence as it affects the workplace.
- ✓ Enhance awareness about other social conditions preventing women from achieving their potential in the workplace, including lack of affordable, reliable childcare, family unfriendly environments and low paying jobs with no benefits.
- ✓ Increase the number of women in workplace leadership positions.
- ✓ Enlarge the number of women in elected positions.

Use of Funds

The recipient may hold funds for up to one year before disbursement. Partnerships with other clubs, non-profit agencies, service clubs and government programs are encouraged.

Grant funds may be used for:

- Operational costs for a specific program
- Educational materials, brochures
- Equipment and supplies
- Renovations

Grant funds may not be used for:

- Donation to another organization or individual
- Promotional items such as t-shirts, pens, tote bags
- Stipends or expenses for volunteers
- Consulting services
- Deficit financing
- Speaker fees or salaries

Grant Amount

The organization submitting this proposal should request a specific amount up to \$2,000 and tailor the budget accordingly.

Selection Process

The Soroptimist International of Willimantic Board of Directors will review proposals and select recipient. The committee may require additional information regarding the project, the organization applying for the grant, or partnership organizations.

Proposal Requirements

Complete instructions for the proposal are included in this packet. The proposal must include the Proposal Cover Sheet and the six part Narrative including Budget information. Project budget information is also required and will include: amount of funds requested, proposed expenses and availability of matching funds or funds from other sources. Incomplete proposals will not be considered.

Application Deadline and Grant Award Date

- Proposals are due no later than March 10, 2008.
- Mail 7 copies of the proposal to: Soroptimist International of Willimantic P.O. Box 485, Mansfield Center, CT 06250, Attention: Marion Schultheiss Advancing Women Grant.
- All applicants will be notified in writing by 4/10/08 All decisions are final. Funds will be disbursed 4/19/2008
- For more information regarding completion of the proposal, contact:

Susan Noel 860.742.6785
Bernice Szafarek 860.228.1585

PROPOSAL INSTRUCTIONS

General Instructions

Proposals should be typed and mailed to the attention of the Marion Schultheiss Advancing Women Grant. The cover sheet is part of the proposal and should be returned with typed answers in the spaces provided. Supportive printed materials will be accepted if needed. Incomplete proposals will not be considered.

Cover Sheet

This should be the first page of the proposal. Do not retype this form. It may be scanned onto a computer if format is maintained. The application must be signed by the project contact person. Line by line instruction for the cover sheet:

- **Organization Name:** Fill in the full name(s) of the organization(s) applying for the grant.
- **Address:** Fill in the organization address. If more than one organization is involved, use only the mailing address of the contact person's organization.
- **Applicant/Contact Person:** This should be the person completing the proposal that will be responsible for following through with the project if funds are awarded.
- **Phone and Fax Numbers:** Fill in phone and fax (if available) numbers of the applying organization.
- **Project Name:** Fill in the name of the project for which grant funds are requested.
- **Program Goal:** Indicate specifically how this project will benefit women by improving their social/economic status and opportunity or quality of life. Give evidence of demonstrated need in the community.
- **Budget:** Summarize total expenditures. The budget should correspond with the amount requested. Itemize grant funds only.
- **Statement of Applicant:** Read statement; provide signature, name and date signed.

Applicant Criteria

Any established service organization promoting the welfare of women or girls may apply. A representative from the organization should complete the proposal. The contact person should be familiar with all aspects of the proposed project. The contact person should be prepared to follow through with the project during the period grant funds will be used. The organization must be able to provide documentation of an Affirmative Action plan and be an Equal Opportunity Employer if applicable.

PROPOSAL NARRATIVE

- The narrative section of the proposal should be typed.
- Be concise and use simple language. (not more than 5 double-spaced pages)
- Bulleted items and charts as parts of the narrative are encouraged.
- The narrative section must include Part I through Part VI with the headings provided.

Part I - Purpose of the Project (One to two paragraphs)

- State the purpose of the project using the objectives listed in the general description.
- Name the target group.
- Give an overview of methods used to accomplish these objectives.

Part II - Needs Assessment

This section should focus on a particular problem or condition in the lives of women or girls that the project will address.

- State the problem and describe the target group.
- Document the problem. Support your statement with evidence drawn from statistics, experts, anecdotal evidence and/or historical information. If possible present information specific to the project's geographical area.

Part III - Outcomes

- This section should focus on the results of the project. Describe specific, measurable outcome (s) of the project. Do not discuss activities.
- Describe the outcome or impact of the project on the target group. How many people will be affected.
- State how the outcome will be measured.
- Will the project be continued or is it a short-term project?
- Will the project generate any publicity for your organization and for Soroptimist of Willimantic?

Part IV- Methods

This section should describe the activities that will address the stated needs and accomplish the desired outcomes.

- State the overall objectives and give an overview of the methods that will be used to accomplish these objectives.

Part V – Responsibilities

This section should focus on who is responsible for implementing the activities associated with the project.

- Name the person(s) responsible for planning the project.
- Describe who is responsible for carrying out the activities of the project.
- Include the names of any other groups involved and their roles in the project.
- State the name of the person or persons responsible for managing problems that arise.

Part VI - Budget

- Refer to Use of Funds section of General Information sheet for guidelines.
- Proposed expenses must be specific.
- Describe items fully and insure they reflect activities of project.